

**Memorandum of Association and
Rules and Regulations of the
Centre for Development Studies Alumni Association (CDSAA)**

**Memorandum of Association of
Centre for Development Studies Alumni Association (CDSAA)**

I. Name of the Association:

The name of the Association is "CDSAA – Centre for Development Studies Alumni Association"

II. Registered Office:

The registered office of the Association is situated at Room No. 5, RAJ building, TC 96/3052, Centre for Development Studies, Prasanth Nagar, Medical College P.O., Ulloor, Thiruvananthapuram-695 011, Kerala, India.

III. Objects:

The Objects for which the Association is established are:

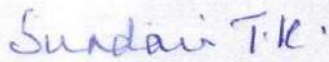
1. To build a network of the Alumni of the Centre for Development Studies, Thiruvananthapuram.
2. To serve as a forum for CDS Alumni to interact and support each other in professional work.
3. To create and sustain awareness about the contributions of founders of CDS, CDS faculty and CDS Alumni.
4. To assist CDS, with its concurrence, in all manners consistent with the objects of CDS and the CDSAA.
5. To encourage Alumni to take interest in the progress of CDS, its programmes, students and other professional work.
6. To promote and foster interaction between the alumni of CDS and the current students and provide mentorship.
7. To promote Constitutional values, socially relevant research and the advancement of knowledge in general, with a focus on economics, development studies, humanities and the social sciences.

8. To organize lectures, symposia, workshops, conventions to share knowledge, experience and promote dialogue.
9. To set up of Chapters of the Association in India and abroad in furtherance of the objects.
10. To associate and cooperate with other organisations having same or similar objects.
11. To promote unity and integration among members irrespective of caste, ethnicity, religion, region, language, gender identity, sexual orientation and disability.
12. To organize or promote any other activities beneficial to the interests of CDS and/or its Alumni with the approval of the Executive Committee.

In order to achieve the above objectives, the Association would

- a) contribute to the financial resources, assets and infrastructure of CDS.
- b) institute awards and fund scholarships, stipends, prizes, and travel grants to deserving students of CDS.
- c) fund and support CDS chair(s) for professorships, readerships or lectureships.
- d) provide need based assistance for students, staff and other members of CDS and Alumni requiring support.
- e) acquire, purchase, take on lease or hire, movable or immovable property in India in furtherance of the objects.
- f) employ and pay staff for services as may be necessary for the furtherance of the objects of the Association.
- g) mobilize resources through membership fee, subscription, contribution and donation in furtherance of the objects.
- h) manage, expend and invest funds in accordance with the objects.
- i) create endowments, corpus funds, and other means as necessary for furthering the objects.
- j) maintain accounts of all funds raised and spent with transparency in accordance with accounting standards and legal requirements.

- k) create a web portal, payment portal, data and research archives consistent with the objects of the Association.
- l) apply to Public authorities, Central or State Government, Local and Municipal bodies for permissions, registrations and other clearances as may be needed for the furtherance of the objects of CDSAA
- m) undertake all other lawful activities as are conducive or incidental to the above.



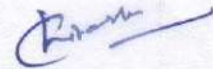
T.K. Sundari Ravindran

President



P.L. Beena

Secretary



K. Chandra Shekar

Treasurer

Rules and Regulations

CDSAA – Centre for Development Studies Alumni Association

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1. Preamble:

- a. These Rules and Regulations shall be known as the "Rules and Regulations of CDSAA – Centre for Development Studies Alumni Association" and are, for the sake of brevity and convenience, hereinafter referred to as the "**Rules and Regulations of the Association**" or "**Regulations**".
- b. These Regulations shall be in addition to the provisions of the Memorandum of Association. These Regulations shall at all times be read subject to the provisions of the Memorandum of Association as amended from time to time.
- c. In case of a difference between the provisions of these Regulations and the Provisions of the Memorandum of Association, the Provisions of the Memorandum of Association shall prevail.

2. Definitions:

In these Rules, unless the context otherwise requires:

- (a) "**Association**" means CDSAA – Centre for Development Studies Alumni Association.
- (b) "**Member CDSAA**" shall mean a person who, having been admitted therein according to the Rules and Regulations thereof shall have paid a membership fee as specified, and shall not have resigned in accordance with such Rules and Regulations.
- (c) "**General Body**" means the General Body of the Association as defined in Rule 9.
- (d) "**Executive Committee/ Committee/ EC**" means the Governing Body of the Association and includes the members as mentioned in Rule 12.
- (e) "**Centre**" means the Centre for Development Studies, Thiruvananthapuram.
- (f) "**President**" means the President of the General Body and Executive Committee of the Association.
- (g) "**Vice-President**" means the Vice-President of the General Body and Executive Committee of the Association.
- (h) "**Secretary**" means the Secretary of the General Body and Executive Committee of the Association.

- (i) **"Treasurer"** means the Treasurer of the General Body and Executive Committee of the Association.
- (j) **"Ex-Officio Member"** means the Member as defined in Rule 3 (c).
- (k) **"General Meeting / Annual General Meeting"** means the meeting of the General Body.
- (l) **"Annual and Life Membership Fee"** means the Fee payable at such times as may be determined by the Executive Committee from time to time as described in Rule 4.
- (m) **"Financial Year"** of the Association shall be reckoned every year from 1st April to 31st March of the following year.
- (n) **"Rules/Regulations"** means the Rules and Regulations of CDSAA.
- (o) **"Act"** means Travancore-Cochin Literary Scientific and Charitable Societies Registration Act, 1955.

3. Membership of the Association:

- (a) **Alumni Member:** Any person who has enrolled in any academic programme of CDS (M.A, M.Phil., PhD and any other degree programme that CDS offers) and currently not registered as a student is entitled to become an Alumni Member on payment of the prescribed Membership Fee as specified in Rule 4. A person who has discontinued from an academic programme of CDS but has not obtained the same degree from another university or institution will be eligible to be become an Alumni Member. Alumni Member shall be entitled to vote in the General body of the Association.
- (b) **Associate and Honorary Members:** Any person who has served as CDS teaching or non-teaching staff and was in the regular payroll of CDS for a period of one year or more is entitled to be a non-voting Associate Member of the Association. Eminent persons who have been associated with the Centre may be admitted to be Honorary Members, as may be considered by the Executive Committee of the Association. The Executive Committee may notify other identified categories to be included as Associate or Honorary Members of the Association in keeping with the Objects of the Association with the approval of the General body.

- (c) **Ex officio / Nominee member of CDSAA:** The Director, CDS (or nominee of Director, CDS) shall be an ex-officio member of the CDSAA and its EC. Such member shall be in non-voting capacity, irrespective of whether or not he/she is an alumni member of the Association.

4. Annual and Life Membership Fee:

The amount of Annual and Life Membership Fee in respect of all categories of Members mentioned under Rule 3 and the mode of payment will be decided by the Executive Committee from time to time. A person desirous of becoming a Member shall pay such Membership Fee, as applicable, and in such manner as decided by the EC. The procedure for Membership and the payment of fee for voting and non-voting member shall be separately notified by EC through appropriate means.

In case of termination of membership for any reason, no part of the membership fee will be refunded.

5. Termination of Membership:

a. The Member shall cease to be the Member of the Association in any of the following events:

- i) In the event of death of the member.
- ii) On written resignation by the member in the manner specified under Rule 5(b).
- iii) If convicted by a court of law to be a criminal offender/proclaimed offender or of unsound mind.
- iv) Conviction by a court of law for an offence involving moral turpitude.
- v) If adjudged insolvent.
- vi) In case of expulsion of such Member pursuant to Rule 5(c).
- vii) In case of Member with Dues as per Rule 6(c)
- viii) In case of dissolution of the Association as defined in Rule 25.

b. A Member may resign as a Member of the Association by submitting a resignation letter to the EC.

c. In case the EC is satisfied that a Member, has been working against the interests of the Association, the EC shall move a resolution terminating the membership of such a Member from the Association after giving due opportunity to the member to be heard. Such a resolution of the EC would be subject to ratification by a majority of the Members of the General Body, present and voting at its meeting, either in person or by proxy.

d. A Member who is expelled under Rule 5(c) shall not be eligible for re-admission unless approved by a two-thirds majority of the total Members of the General Body,

present and voting at its meeting, either in person or by proxy and on payment of membership dues, if any.

e. A list of terminations of memberships during the year shall be placed on record by the EC before the General Body in the subsequent meeting.

6. Membership Dues:

- a. The Admission fee and Membership Fee shall be payable within thirty (30) days after approval of application of an applicant Member, failing which the EC shall be entitled at its entire discretion to revoke the admission of the defaulting Member.
- b. An existing Member whose Membership fee subscription is in arrears shall not be entitled to vote at a meeting of the General Body and if such a member votes, the said vote shall not be counted.
- c. In case of failure to pay the Membership fee for two consecutive years from the due date for payment, the Member shall cease to be a Member and may be re-admitted to the association by the EC only after payment of any dues of membership fee for the intervening period.

7. Member's rights and privileges:

All Alumni Members (other than Associate and Honorary Members and ex-officio members) are entitled to cast vote for electing members of the EC as prescribed in the Rules subject to the rule 6(b).

All Alumni Members are entitled to receive all announcements, the Alumni Newsletter and Annual magazine, (as and when introduced), and also can participate in social functions and other activities of the Association, by paying the admission fee, if any, to such events.

Associate and Honorary members and Ex-officio members (Non-voting) shall be entitled to receive notices/ invitations for specific events and to participate in activities and social/ academic functions on payment of admission fee for such events, if any, as decided by the EC.

All Members, with fully paid up Membership fee, subscription, as may be specified will be eligible for need based assistance, if they qualify for assistance under any need based schemes or assistance, if any, administered by the Association.

Announcements and notices connected with the activities of the Association, posted on the CDSAA website, (as and when created), shall be deemed to be received by the Members.

8. Organization:

The following shall be the authorities of the Association:

1. The General Body.
2. The Executive Committee.

9. General Body:

- a. The General Body shall consist of all Alumni Members of the Association as defined in Rule 3(a)
- b. The supreme authority of the Association is vested in General Body of CDSAA presided over by the President. The President of the Executive Committee will function as the President of the General Body. Other functionaries of the EC such as Vice President, Secretary and Treasurer will also perform corresponding roles in Governing Body.

10. General Body Meetings:

- a. Annual General Meeting (AGM):

The General Body shall meet during the months of July, August or September of every year, unless a change is notified to the Members at least one month in advance by the Secretary. The agenda notes for the AGM and details of the venue, and mode (in-person or online or hybrid) and date and time shall be circulated to all the Members by the Secretary, 14 days prior to the notified date. The members shall be given appropriate passwords as may be required for online access for the meeting.

The meeting, referred to as the Annual General Meeting (AGM) of the CDSAA, shall statutorily consider the following:

- i) Approval of previous year's activity report and audited accounts;
- ii) Election of the Member(s) to the EC, if due;
- iii) Appointment of auditor(s);

- iv) Appointment of legal advisor(s), if any;
 - v) Approval of proposal / programme of work and events for the year;
 - vi) Approval of the budget estimates for the forthcoming year;
 - vii) Conduct any other business with permission of the Chair.
- The agenda for the AGM approved by the EC, shall be circulated Thirty (30) days prior to the AGM for discussion.

b. Extraordinary General Meeting:

The Secretary shall, upon being requested in writing by the EC or by at least 15 Members of the Association, call an Extraordinary General Meeting (EGM) for which at least 14 days' prior notice shall be given along with agenda for discussion, indicating the venue, mode (in-person, or online, or hybrid) and date of meeting, to all the Members by the Secretary. The members shall be given appropriate passwords as may be required for online access.

11. Proceedings at General Body Meetings:

a. Supervision of General Body Meeting:

Every meeting of the General Body shall be chaired by the President. In the absence of the President, the Vice-President shall perform all such functions of the President. If both President and Vice-President are unable to chair the meeting or are absent then the Secretary and/ or Treasurer shall preside at such General Meeting.

b. Quorum:

The quorum for the General Body Meetings shall be 51% of the Members present in-person and/or online. In case the quorum is not complete, the 'Presiding officer' shall adjourn the General Meeting and reconvene it after 30 minutes, at which time, the Members present will constitute the quorum and there will be no minimum requirement.

c. Voting:

All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of votes the 'presiding officer' shall have a casting vote. In normal course, presiding officer cannot cast vote in General Body meetings.

d. Minutes Book:

The EC through the Secretary shall be responsible for recording the proceedings of the meetings of the General Body in a Minute Book mentioning in particular:

- i) The names of Members present at each Meeting
- ii) All decisions taken
- iii) All proceedings and resolutions of the General Body meetings
- iv) Minutes of every Meeting shall be signed by the President and the Secretary

12. The Executive Committee:

- a. The affairs of the Association shall be managed and its funds shall be administered by the EC.
- b. The members of the EC shall be the Office bearers of the Association. They shall be duly elected by the General Body at the Annual General Meeting of the Association from among the alumni. Director CDS (or nominee of Director, CDS) shall be an ex-officio member of EC.
- c. The Executive Committee shall consist of at least Twelve (12) and a Maximum of Fourteen (14) members, including the ex-officio/ nominated member of the CDS as given below.
 - i) President (Elected)
 - ii) Vice-President 1(Elected)
 - iii) Secretary (Elected)
 - iv) Joint Secretary (Elected)
 - v) Treasurer (Elected)
 - vi) Members (up to 9 members, 8 of them elected and one an ex-officio/ nominated member of CDS)
- d. The EC shall comprise of at least one member from each of the following groups:
 - i. One Member nominated by the Director, CDS from among the faculty members of CDS of at the level of Associate Professor or above shall represent the Director (CDS) on the EC in ex officio capacity.
 - ii. One Alumni member who is either currently holding a post equivalent to a Professor in a recognised Research Institution or a University or a Research/ Academic journal or publication or a Public institution of repute other than the CDS.
 - iii. One Alumni Member from batches that passed out from CDS more than 5 years back but less than 15 years.
 - iv. One Alumni Member from the batches that passed out from CDS within the last 5 years.
 - v. At least four Alumni Women Members

e) The following key elements are required from candidates who offer themselves for election to the EC:

- i) Should be an alumni member of the Association (except ex-officio or nominated members)
- ii) Should be committed to the Objects of the Association
- iii) Should be able to devote sufficient time to its functions

13. President:

a. The General Body shall elect one of the Alumni members to the EC to be the President of the Association for a term not exceeding three years. However, he/ she shall not be eligible to hold office for more than two (2) consecutive terms or for more than six (6) years during his/her lifetime. This does not include the period of office held as a member of the first EC of the Association. A Member proposed to be elected for the post of President shall be an Alumni of CDS with at least 20 years standing.

b. Election:

The President shall be elected by majority vote of the members of the General Body present and voting.

c. The President shall have amongst others, the following duties:

- i) To preside over the meetings of the EC and General Body
- ii) Overall supervision and proper conduct of business at such Meetings.

d. Filling of Vacancy:

Any casual vacancy caused in the office of President arising from death, resignation, and removal or otherwise, may be filled by a member of the EC serving as the Vice President, who will hold office for the remainder of the three (3) year term.

14. Vice-President:

- a) The General Body shall elect one of its Members to the EC to be the Vice-President of the Association for a term not exceeding three (3) years. No person shall hold the office of the Vice-President for more than Two (2) consecutive terms or for more than six (6) years during his/ her lifetime. This

does not include the period of office held as a member of the first EC of the Association.

b) Election:

The Vice-President shall be elected by majority vote of the members of the EC. A Member proposed to be elected for the post of Vice-President shall be an Alumni of CDS with at least 20 years standing.

i) The Vice-President shall, in the absence of the President, exercise the powers and duties of the President.

ii) Filling of Casual Vacancy:

Any casual vacancy caused in the office of one of the Vice-Presidents arising from death, resignation, and removal or otherwise, may be filled by another elected member of the EC who will hold office for the remainder of the three (3) year term.

15. Secretary:

a. The General Body shall elect one of its members to the EC to be the Secretary of the Association for a term not exceeding three (3) years. No person shall hold the office of the Secretary for more than two (2) consecutive terms or for more than six (6) years during his/her life time. This does not include the period of office held as a member of the first EC of the Association.

b. Election:

The Secretary shall be elected by majority vote of the members of the EC. A Member proposed to be elected for the post of Hon. Secretary shall be an Alumni of CDS with at least 10 years standing.

c. The Secretary of the Association shall render the following services:

- i. To keep the minutes of all meetings of the General Body and the EC.
- ii. To carry out the directions of the General Body and the EC.
- iii. To conduct correspondence on behalf of the Association, and keep the Association's records.
- iv. To give notice of all meetings of the General Body and the EC to the members.
- v. To exercise administrative control over the registered office of the Association.

d. Filling of Casual Vacancy:

Any casual vacancy caused in the office of Secretary arising from death, resignation, and removal or otherwise, may be filled by co-option by the EC and the Member so co-opted shall hold office for the remainder of the three (3) year term.

16. Joint Secretary:

a. The General Body shall elect one of its members to the EC to be the Joint Secretary of the Association for a term not exceeding three (3) years. No person shall hold the office of the Joint Secretary for more than two (2) consecutive terms or for more than six (6) years during his/her life time. This does not include the period of office held as a member of the first EC of the Association.

b. Election:

The Joint Secretary shall be elected by majority vote of the members of the EC. A Member proposed to be elected for the post of Joint Secretary shall be an Alumni of CDS with at least 10 years standing.

c. The Joint Secretary of the Association shall assist the Secretary in rendering the following services:

- i. To keep the minutes of all meetings of the General Body and the EC.
- ii. To carry out the directions of the General Body and the EC.
- iii. To conduct correspondence on behalf of the Association, and keep the Association's records.
- iv. To give notice of all meetings of the General Body and the EC to the members.
- v. To exercise administrative control over the registered office of the Association.

d. Filling of Casual Vacancy:

Any casual vacancy caused in the office of Joint Secretary arising from death, resignation, and removal or otherwise, may be filled by co-option by the EC and the Member so co-opted shall hold office for the remainder of the three (3) year term.

17. Treasurer

a. The General Body shall elect one of its members to the EC to be the Treasurer of the Association for a term not exceeding three (3) years. No person shall hold the office of the Treasurer for more than two (2) consecutive terms or for more than six years during his/her life time. This does not include the period of office held as a member of the first EC of the Association.

b. Election:

The Treasurer shall be elected by majority vote of the members of the EC. The Treasurer shall be Alumni with at least 5 years' standing and preferably be a person with a background in Finance with related qualifications or experience.

c. The Treasurer shall be responsible for the following:

- i) To maintain the books of accounts of the Association and present a report on these at each meeting of the EC and General Body.
- ii) To collect all dues and claims, membership fee, admission fee on behalf of the Association and obtain approval of the expenses incurred for the Association from the EC and to accomplish other business entrusted by the EC.
- iii) To assist the President in ensuring that budgetary grants are correctly utilized. The Treasurer shall liaise with the bankers and the auditors of the Association and may be provided with clerical assistance etc. by the registered office of the Association.
- iv) Any casual vacancy caused in the office of Treasurer arising from death, resignation, and removal or otherwise, may be filled by another elected member of the EC who will hold office for the remainder of the three (3) year term.

18. Ex-officio Members of the Executive Committee

The Director, CDS or a nominee of the Director, CDS shall be a member of the EC in a non-voting capacity who shall act as the bridge between the alumni association and the CDS.

19. Election to the Executive Committee

Elections will be conducted annually if vacancies arise as per the vacancies arising during the year for the positions of office bearers of the Association.

- i. Sixty (60) days before the AGM, the EC has to select a Presiding Officer and an Assistant who will conduct the election.
- ii. The Presiding Officer and the Assistant shall be credible and trustworthy persons who can either be an alumnus or outside alumni to conduct the election process.
- iii. Thirty (30) days before the Annual General Meeting, election notification shall be issued by the Secretary on behalf of the Presiding Officer to all the members

- explaining the process and calling for nominations for the post of officer bearers within the next 15 days.
- iv. Ten (10) days before the election date, the list of the nominations received and found valid and withdrawals, if any, will be communicated to all Alumni members.
 - v. The election process during the AGM shall be supervised by the Presiding Officer with the help of the Assistant and s/he shall declare the results under their signature on record. Their role will be completed upon declaration of the final election results.

20. Meeting of the Executive Committee:

- a) The EC shall manage the affairs of the Association by majority vote in the committee meeting.
- b) The Secretary shall be responsible for recording the proceedings of the meetings of the EC in a Minute Book mentioning in particular:
 - The names of Members present at each Meeting
 - All decisions taken
 - All proceedings and resolutions of the EC meetings
 - Minutes of every Meeting shall be signed by the President and the Secretary

c. Periodicity of the meeting:

The EC shall meet at least three times a year, provided, that one such meeting shall be held thirty (30) days prior to the next Annual General Meeting for the purpose of approving the audited accounts of the previous year before being submitted to the General Body for approval. The Secretary shall circulate the notice and agenda for the meeting at least 15 days before the date fixed for the meeting. However, in case of urgent business, the meeting may be convened at shorter notice.

d. Quorum:

The quorum for the meeting of the EC shall be 50% of members attending online or in-person, provided that only Elected Members, (and not co-opted or ex-officio Members) shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum.

e. Termination of EC Membership:

The EC may terminate the Membership of any of its Members by a simple majority, in case he/she fails to attend three consecutive meetings of the said committee without the grant of leave of absence. However, the President may grant leave of absence to any Member.

f. First Executive Committee:

Notwithstanding anything contained in these Rules, the first EC of the Association shall be composed of the Founding Members as named in the Memorandum of Association, and Members co-opted by them, as presented in Appendix I, and shall function for a period of two (2) years till the election of the next EC at the Annual General Meeting. During this period, the First EC will enjoy all the power and obligations provided in the Memorandum read with the Rules and Regulations thereunder.

21. Powers, Functions and Duties of the Executive Committee:

- i. The EC shall set up the following Standing committees headed by one member from the EC. All such committees would report to the EC. The committees would be charged with the oversight of the said subjects
 1. Alumni outreach and fund raising and investment committee
 2. Programmes and Events committee,
 3. Finance and Accounts committee
 4. Audit committee
 5. Coordination with the CDS management committee
- ii. The EC may
 - a) appoint Committees/ sub committees comprising of Members, Associate and Honorary Members, Ex-officio member of the Association and also non-members from time to time for execution of specific assignments as may be required from time to time, provided that a member of the EC is also a member of such a Committee.
 - b) appoint from amongst the Members of the Association, as defined under Rule 3, as also non-members, as seminar convenor, or editor for publication of brochures, newsletters, annual magazine or any other journal of the Association, web groups and other digital media.
 - c) select the Presiding Officer and the Assistant to conduct Elections.
 - d) fill any casual vacancy amongst the members of the EC arising from death, resignation or removal or otherwise by co-option of an existing member of EC

or the General Body. The member so co-opted shall hold office for the balance term of the member being replaced. Such co-opted member shall be treated at par and have all the rights as enjoyed by the elected members.

- e) Accept on behalf of the Association; Admission fee and Membership fee from the members and Subscriptions, bequests, donations, grants and transfer of properties from the CDS Alumni, general public, societies or institutions towards the attainment of the objects of the Association.
- f) Delegate its powers, wholly or partially, in matters of appointments or dismissal of the staff, and such other matter of daily routine to any of its members.
- g) Make further bye-laws on the following amongst other matters:
 - i. Procedure for enrolment of Members,
 - ii. Procedure for election of members of the EC at the General Body Meeting,
 - iii. Procedure for acquisition and administration of funds and property of the Association
 - iv. Procedure for expenditure and disposal of assets of the Association.
 - v. Procedure for setting up and administration of Chapters.

These additional bye-laws shall come into force with immediate effect after approval by two-thirds of the members of the EC present and voting. All bye-laws approved by the EC would be placed before the General Body and would be subject to its ratification by a simple majority of those present and voting with changes if any, coming into effect prospectively.

- h) Decide on plans and programmes, conduct events and activities in keeping with the objects of the Association.
- i) Give effect and implement plans and programmes of the Association.
- j) Have the accounts audited at least once every year by an auditor appointed by General Body at the AGM.
- k) Purchase or acquire for the Association property, movable and immovable, on such terms and conditions as it considers appropriate for the furtherance of the objects of the Association.
- l) Purchase machinery, stationery and stores etc., required by the Association in furtherance of its objects.
- m) Sell, dispose, or otherwise deal with any property of the Association, which is in excess of its requirements.
- n) Prepare papers and execute detailed plans and programmes for the furtherance of the objects of the Association.
- o) Delegate such powers to the President, Vice-President, Secretary, Treasurer or the officers and employees of the Association as may be found necessary for efficient administration of the affairs of the Association.
- p) Commence and to pursue legal proceedings on behalf of the Association.
- q) Consider and approve Annual Report, statement of accounts for being placed before General Body for approval.

22. Regional Chapters

The EC may set up Chapter(s) of the Association in any city or region provided it has a minimum of twenty (20) Members enrolled as Members of the Association and make bye-laws as appropriate for the purpose.

- i) Regional Chapters will adhere to the Rules and Regulations of the Association and the procedures set out from time to time in the bye-laws.
- ii) The Chapter Heads will hold office for a term of two (2) years.
- iii) The expenses of the Chapter will be managed by the respective Chapter, and will adhere to the financial practices as prescribed by the Association.
- iv) The EC will invite Chapter Heads for its meetings as and when required and will work closely with them towards fulfilling the objects of the Association.

23. Funds, Budget, Accounts and Audit of the Association:

- i) All monies received on behalf of the Association shall be placed in the name of the Association in an account to be maintained in a Scheduled bank to be approved by the EC.
- ii) The EC shall determine the expenditure required to carry on the affairs of the Association and seek authorisation for the Annual budget from the General Body. Once the budget has been approved, the responsibility for proper utilization of funds towards the scheduled activities shall be on the members of the EC.
- iii) At the first meeting of the EC, it will authorize the President, Secretary and Treasurer to open a bank account, administer the funds of the Association and to sign cheques jointly by any two authorized signatories on behalf of the Association.
- iv) The Association's financial year shall end on March 31st. The EC shall be responsible for having the accounts audited at least once a year by an auditor appointed by the General Body at the Annual General Meeting.
- v) All the income, earnings, movable, immovable properties of the Association shall be solely utilised and applied towards the promotion of its aim and objects as only set forth in the Memorandum of Association and no profit or surplus thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past

Members of the Association or to any person claiming the same. No Member of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profit, whatsoever by virtue of her Membership. Funds in excess of working capital requirements should be placed in term deposits in Scheduled banks.

24. Alterations, Abridgement and Interpretation of the Rules and Regulations:

- a. These Rules may be altered, extended or abridged only upon the recommendation of the EC ratified by a majority vote of the Committee after giving ten days' prior notice to a specific meeting and thereafter approved by the General Body by a resolution passed by two-thirds majority of the Members, either in person or by proxy, in a meeting which would take place within one month of the first meeting.
- b. In the event of any difference of opinion arising as to interpretation of the Rules and Regulations the decision of the Committee shall be final and binding.

25. Annual List of Executive Committee:

On or before the fourteenth day succeeding the day on which the Annual General Meeting of the General Body is held, a list shall be filed with the Registrar of Societies, Thiruvananthapuram with the names, address and occupations of the members of the EC.

26. Dissolution:

- a. The Association shall not be dissolved, except with the consent two-thirds of the Members of the Association expressed either in person or by proxy, at the General Meeting convened and proposed for the specific purpose by the EC.
- b. In the event of dissolution of the Association, all the liabilities legally incurred on behalf of the Association shall be fully discharged, and remaining funds will be disposed in such a manner as determined by the Members of the Association.
- c. The procedure laid down in Section 23 of The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 shall apply in the event of dissolution.
- d. Notice of the dissolution shall be given within 30 days of the dissolution to the Registering Authority.

27. Application of the Act:

All the provisions under all the sections of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 Act shall apply to this Association.

28. Notices:

a. A notice may be given by the Association to any Member, either personally or by registered AD post at his/her address registered or electronically by email to his/her email id provided with the Association.

b. When a notice is sent by postal service, the notice shall be deemed to be effected by properly addressing, pre-paying and posting a letter containing the notice and unless the contrary is proved, shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post.

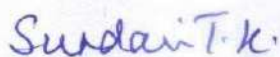
c. Where a notice is sent by email, it shall be sent to the email id provided by the member to the association at the time of obtaining the membership.

29. Indemnity:

Every Member of the General Body, EC, every officer of the Association or any person (whether officer of the Association or not) employed by the Association and any person appointed as auditor shall be indemnified out of the funds of the Association against all liability incurred by him/her in the said capacity in defending any proceedings whether civil or criminal, in which judgment is given in his/her favour, or in which he/she is acquitted.

30. Essential Certificate:

Certified that this is the correct copy of the Rules and Regulations of the Association.



T.K. Sundari Ravindran

President



P.L. Beena

Secretary



K. Chandra Shekar

Treasurer