

C- DAC Retired Employees Welfare Association

Rules and Regulations

1. **Name** : The Name of the Association shall be
"C-DAC Retired Employees Welfare Association"
2. **Office Address** : The Office of the Association shall function temporarily at
the residence of the Secretary of the Association and the
Address of the Association shall be the Residential
Address of the Secretary.
(Cyril E. T., Secretary, NEST, T. C. 10/1828/1, KRWA 145,
Kavallore Lane, Vattiyoorkavu P. O., Trivandrum 695 013)
3. **Area of Jurisdiction** : The Members of the Association shall be free to
reside anywhere in the State.
4. **Objectives** : The objectives of the Association shall be:
 1. To provide an opportunity to the members of the
association to continue and enrich the cordial, friendly
relationship and co-operation they have established during
the period of their service in C-DAC.
 2. To identify the problems being faced by the members
individually and collectively and initiate effective steps to
solve them.
 3. To inculcate among the members a feeling of oneness.
 4. To provide all assistance to the members who are in
distress.
 5. To arrange seminars, workshops, discussions or talks on
subjects concerned with the problems being faced by the
elder citizens.
 6. To undertake occasional tours of its members with or
without families to place of tourist attraction.
 7. To undertake occasional family get together of the
members and arrange entertainments.
 8. To publish a directory of members of the Association and
make it updated from time to time.

President

Jalil

Secretary

S. E. T.

Treasurer

B. S. S.

5. Membership:

1. Membership will be given only to those who have retired from C-DAC Service either on Superannuation or Voluntarily.
2. Every Members shall, on enrolment, pay an Entrance Fee of Rs.100/- and a monthly subscription of Rs.30/-
3. All members shall have equal rights and privileges except that no member of the Association shall be a member of Executive Committee so long as he is an office bearer or committee member of any political party at any level.
4. The Membership shall cease to exist:-
 1. On tendering Resignation
 2. On defaulting the subscription continuously for 5 months
 3. On demise
 4. On removal by the Executive Committee subject to ratification by the General Body on any valid grounds

6. Funds and its operation

: The funds of the Association shall consist of the entrance fee, subscription and donation and grants, if any. Funds shall also be raised by the Association from among the members for specific purposes as and when found necessary with the approval of the General Body.

The fund shall be deposited in Bank in a Joint Account and operated by the Secretary and the Treasurer.

7. General Body

1. The General Body shall consist of the Members of the Association and shall be convened at least once in a year, the year being Calendar Year.
2. The Annual General Body shall be convened before 31st January every year. The receipt and payment account and the Balance Sheet for the previous year and the Budget for the year shall be presented and passed at the Meeting.
3. The Executive Committee shall also be nominated by consensus by the Annual General Body. The term of the Committee shall be one year.
4. Quorum, for the General Body shall be 15 and notice for the General Body will be sent by post at least 5 days in advance.

President

Jalins

Secretary

[Signature]

Treasurer

[Signature]

5. Amendment to the Bye-laws, if any, should be approved at least by 2/3rd of the members present in that General Body subject to a minimum of 25% of the total membership and the intention for moving the amendment should be specified in the notice for the General Body. Extract of the amended Clause shall be submitted to the District Registrar within 14 days of the approval of the General Body.

8. Monthly Meeting

- : Monthly meetings shall be held every month without any formal agenda. Anything and everything under the sun can be discussed at these meetings in groups. Such meetings shall not be held in the months in which General Body Meetings or Seminars, Workshops, Talks and Discussions, Tours and Family Get Together as envisaged in Clause 4 (iv), (v) and (vi) are held. These meetings are intended to strengthen the bondage among the members.

9. Administration

- a. The affairs of the Association shall be managed by a 10 member Executive Committee consisting of one President, one Vice President, one Secretary, one Joint Secretary, one Treasurer and 5 Members, each of them nominated by the Annual General Body to the respective positions.
- b. The Executive Committee shall meet at least once in a month and the quorum shall be six.
- c. The President shall fill up the vacancies in the Executive Committee, if any arise during the course of the year, with the approval of the Executive Committee, subject to ratification by the General Body at its next Meeting.
- d. A committee member absenting himself for 4 consecutive meetings without any sufficient cause shall be removed from the Committee.
- e. If the President or Secretary tenders his resignation, the Vice President or the Joint Secretary, as the case may be, assumes charge and the New President or Secretary shall be nominated at the next General Body Meeting.
- f. If a member of the Executive Committee becomes an office bearer / committee member of any political party at any level, he shall be deemed to have vacated the post, but shall continue as a member of the Association.
- g. If Sub - Committee are formed for any specific purpose, each of these Committees shall be under the charge of an Executive Committee Member.

President

Jalins

Secretary

J. J. J.

Treasurer

J. J. J.

- h. The accounts of the Association for each year shall be audited by a member nominated by the Annual General Body of the previous year.

10. Duties and Powers of Office Bearers:

1. President

1. The President shall preside over the meetings of the Executive Committee and the General Body of the Association and shall make overall supervision on administrative matters.
2. All the records and documents of the Association shall be in the name of the President.
3. If the President is unable to be present in any meetings, he shall report the fact to the Secretary well in advance.

2. Vice President

The Vice President shall preside over the meetings in the absence of the President and assist the President in matters of administration and perform other duties as be entrusted.

3. Secretary

The Secretary shall:

1. perform the day-to-day administrative duties.
2. keep all the records and registers.
3. convene the Executive Committee and General Body Meetings, issue notice of the General Body and prepare minutes of the Executive Committee / General Body Meetings.
4. prepare and submit the Annual Report on the working of the Association, the Receipt and Payment Accounts and Balance Sheet for the year and Budget proposals for the ensuring year before the Annual General Body.
5. perform all correspondences including the filing of Returns due to the District Registrar.
6. attend any other duties as may be entrusted by the General Body and Executive Committee, regulate expenditure with reference to the Budget provision.

President

Jalil

Secretary

J. J. J.

Treasurer

[Signature]

4. Joint Secretary

The Joint Secretary shall assist the Secretary and perform his duties in his absence.

5. Treasurer

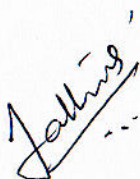
1. The treasurer shall be responsible for the collection of funds with the assistance of Executive Committee and for the correctness of all cash transactions.
2. He shall keep records for all cash transactions, cheque books and pass books, receipts and affix office seal on receipts.
3. For meeting contingent and unforeseen expenditure, he may keep in hand an amount not exceeding Rs.200/-.

11. Registers and Records to be kept by the Association:

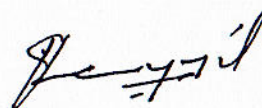
1. Admission Register
2. Book of Accounts, Receipts & Payments
3. Stock Register
4. Pass Book & Cheque Books
5. Minutes Books
6. File containing Registration Certificate and Bye – laws
7. Stamp Account Book and other miscellaneous Registers
8. Correspondence Files

12. The Association shall be dissolved if 3/4th or more of the total members demand for the same in writing and in that case the assets of the Association, after satisfaction of all its debts and liabilities, shall not be paid to or distributed among the members of the Association, but shall be given to any Charitable Institution / purpose or to the Government.

President



Secretary



Treasurer

