

ASHWINIASSOCIATION FOR THE HEALTH WELFARE IN THE NILGIRISBYE-LAWS OF THE ASSOCIATION

Original

1. NAME AND ADDRESS

The Name of the Association shall be: "ASHWINI: Association for Health Welfare in the Nilgiris" (herein after called the Association)
 The Registered Office of the Association shall be at Door No.12/669, Thottamoola, Gudalur - 643 212, Nilgiris or such other place as decided by the Executive Committee and informed to all the concerned authorities.

2. REGISTRATION

The Association shall be registered in Udthagamandalam, Nilgiri District, Tamil Nadu.

3. AIMS AND OBJECTIVES

The aims and objectives for which the Association is established are stated in paragraph No.5 of the Memorandum of Association of ASHWINI.

4. MEMBERSHIP

1. Membership is open to any person of either sex above 18 years of age, irrespective of caste, colour or religion, provided he/she subscribes to the aims and objectives of the Association
2. Admission of a member into the Association will be at the sole discretion of the Executive Committee.
3. The membership of any individual may be revoked by the Executive Committee if he/she is found to be acting in contradiction to the aims and objectives of the Association or if he/she is found to be non-contributive to the furtherance of the aims and objectives of the Association.
4. Any member may voluntarily resign from his/her membership to the Association by giving the Secretary written intimation to that effect at least one month in advance.

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5. The minimum number of members shall be seven. Founding members are the signatories to the Memorandum of Association

5. SUBSCRIPTION

1. There shall be no specific subscription fee but every member shall endeavour to raise funds for the administration of the Association and for the furtherance of its aims and objectives through voluntary contributions and donations from other individuals groups, organisations etc.
2. Any member may, however, voluntarily contribute to the funds of the Association.

6. ORGANISATION

GENERAL BODY - There shall be a general body comprising of all the members of the Association. Initially the General body will be limited to the founding members.

2. EXECUTIVE COMMITTEE

- (a) There shall be an Executive Committee comprising of a president, a Secretary and a Treasurer.
- (b) The Executive Committee shall be elected by the General Body from among its members by simple majority.
- (c) All posts to the Executive Committee shall be honorary.
- (d) The Executive Committee may co-opt as members of the Executive Committee any person from among the members of the Association. Such a person shall continue as a member of the Executive Committee at the discretion of the Executive Committee.

7. DUTIES OF THE OFFICE BEARERS

1. THE PRESIDENT - He/she shall be the Head of the Association and shall be in overall supervision of all its affairs. He/she shall preside over all the meetings and sign the minutes of the proceedings and shall supervise the functioning of the other office bearers.

2. THE SECRETARY - The Secretary shall be the Chief Executive/Functionary of the Association. He/she shall be responsible for conducting all the correspondence of the Association, shall record all the minutes of the meetings of the Executive Committee and General Body, shall maintain a register of members and minutes of meetings, shall convene meetings of the Executive Committee and General Body in consultation with the President, shall collect all monies due to the Association in all official and legal matters. He/she shall be responsible for the custody and operation of records and assets of the Association. He/she should prepare, present and get the approval of reports, accounts, budgets of the Association every year in the General Body and in the Executive Committee.
3. THE TREASURER - He/she shall maintain the accounts of the Association, shall be incharge of cash and other funds of the Association, shall be the custodian for all valuable properties and securities of the Association, shall ensure the proper deposit of the monies of the Association in a Bank/Banks approved by the Executive Committee and shall place the accounts of the Association periodically before the Executive Committee.

8. MANAGEMENT

The Executive Committee shall be responsible for the day to day management of ASHWINI and shall authorise and sanction any expense for the administration of the Association and for the furtherance of its aims and objectives.

2. The Executive Committee may employ any person(s) in any capacity at a rate of remuneration decided upon by the Executive Committee for the administration and for the furtherance of the aims and objectives of the Association.
3. Such a person(s) may, but need not necessarily be from among the members of the Association or its Executive Committee for

4. Should such a person(s) be employed by ASHWINI He/she/they shall be answerable directly to the Executive Committee or to any person authorised by the Executive Committee.
5. The services of any such person(s) can be terminated by the Association through its Chief Functionary after giving due notice of 15 clear days following consultation with the other members of the Executive Committee.

9. ADVISORY COMMITTEE

The Association may constitute, if necessary, an Advisory Committee of eminent personalities, doctors, experts etc. for the planning of its various programmes. The president of the Executive Committee shall be the Ex-officio President of the Advisory Committee and the Secretary and the Treasurer shall be the Ex-officio members. This Committee will be of a consultative nature and will serve as a study and planning wing of the Association.

10. MEETINGS

1. The General Body shall meet at least once in a year in Gudalur to review the work of the Executive Committee, the accounts of the Treasurer, the programmes of the Association, the plans for the future and also to deliberate on any other matters pertaining to the Association.
2. Notice of intimation regarding the General Body meeting should be issued atleast 14 clear days prior to the meeting in person or by post.
3. The Executive Committee shall meet atleast once in three months, as far as possible, in Gudalur or in any other place as fixed by the Secretary.
4. Extra ordinary meeting of the General Body may be called by the Executive Committee to discuss any matters of urgency.

21 days

11. QUORUM

1. The Quorum for a meeting of the Executive Committee shall be two-third of the members of the Executive Committee.
2. The Quorum for a meeting of the General Body shall be two-thirds of the members of the General Body, except when a meeting shall be convened, if necessary, to deliberate on the dissolution of the Association in which case, the quorum shall be three fourth of the members of the General Body.
3. Should there be an insufficient Quorum for any meeting of the Executive Committee or the General Body, such a meeting shall be postponed. However no meeting shall be postponed more than twice for want of sufficient quorum. If at the third attempt there is no quorum present the President or Secretary may still hold the meeting and conduct the business at hand.

12. VOTING RIGHTS

1. All members of the Executive Committee including co-opted members, if any, shall have equal voting rights.
2. All members of the General Body shall have equal voting rights.

13. GENERAL FUND

1. There shall be a General Fund which shall meet all the expenses incurred for the administration and furtherance of the aims and objectives of ASHWINI.
2. The General Fund shall be established through voluntary contributions and donations from any person(s) organisations etc., desirous of helping ASHWINI in its administration and in the furtherance of its aims and objectives. The Executive committee may also raise money for the General Fund in any fashion it feels fit.

3. The General Fund may not be utilised for any purpose other than that mentioned in para 13.1 of the Bye-Laws of the Association.
4. All monies of the General Fund shall be deposited in a bank approved by the Executive Committee in the name of ASHWINI: Association for Health Welfare in the Nilgiris.
5. Such monies may be withdrawn from the Bank by cheque to be jointly signed by either the President or Secretary and the Treasurer.
6. The Executive Committee may also establish any fund(s) other than the General Fund to meet costs for any specific activity of the Association.

14. FINANCIAL YEAR

The financial year shall be from the 1st day of April to the 31st day of March.

15. AUDIT

1. The accounts of the Association shall be audited once a year by a person/persons/firm authorised to do the same.
2. The auditor shall be decided upon by the Executive Committee.

16. PROPERTIES

1. The Executive Committee may acquire any property/properties, moveable and immoveable equipment, instruments, buildings etc., in the name of ASHWINI provided the Executive Committee deems the acquisition of such property/properties as necessary for the administration or furtherance of the aims and objectives of ASHWINI.
2. The Executive Committee shall be responsible for the proper care and maintenance of such properties, equipments etc.