

REGD.No.S.251/1977

KUMARI NARPANI MANTRAM

13/7, Thiruvengadapuram Main Road

Choolaimedu, Chennai- 600 094



BYE - LAWS

(Amended up to 17th June 2017)

1. Name

The Name of the Association shall be “Kumari Narpani Mantram” (herein after referred to as the Mantram).

2. Registered Office:

The Registered office of the Mantram shall be at No.13/7, Thiruvengadapuram Main Road, Choolaimedu, Chennai-600 094 or such other place, the executive committee of the Mantram decides then and there.

3. Objects:

(i)To support, help and sponsor students for their education irrespective of caste creed or religion.

(ii)To develop, run, establish, organize, and promote, educational institutions for the welfare of the members of the Association and general public.

(iii)To provide welfare schemes to the poor and downtrodden and provide food, shelter, clothing to the needy in times of natural calamities such as earthquake, flood, famine, pestilence and other causes.

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(iv)To promote the welfare of the members and the general public without any bias on caste, community or religion.

(v)To undertake such other activities as may be necessary for the promotion of the objects of the mantram. It is hereby declared that all the objects of the mantram will be carried out for the welfare of the members of the mantram.

(vi)The benefits of the Mantram are open to all irrespective of caste, religion, sex etc.

(vii)The above objects are independent of each other and the Mantram may from time to time, apply the funds of the Mantram in carrying out all or any one of the objects of the Mantram.

4. Membership:

(a) All persons who hail from Kanyakumari District or who are married to persons in the families belonging Kanyakumari District and their descendants are eligible to be members of the Mantram.

(b) Membership to the eligible person shall be granted by the Executive committee on receipt of application in writing and on payment of Rs.100/- (Rupees one hundred only) per member as Admission fee, in case of life member and Rs.1,000/- in case of special life members and Rs.10,000/- in case of Honorary Special Life Member.

(c) Membership card will be provided by the Mantram to the members. The members will be admitted to the annual/special general meetings of the Mantram and also permitted to cast their votes in the Mantram's elections, only on production of the Membership card.

(d) A member may resign from the Mantram by giving due notice to the General Secretary of the Mantram in writing. Provided that member who has resigned will be eligible for readmission as a new member, if the executive committee of the Mantram ratifies such action.

(e) If any member is found to be working against the interest of the Mantram, or found to be guilty of misconduct, the Executive Committee may initiate disciplinary action against him, and suspend or remove his membership.

The member concerned shall be provided with the list of charges framed against him and after giving him reasonable opportunity to defend himself finding shall be recorded by the Executive Committee and reported to the Annual/Special General Meeting of the Mantram, which may ratify the action of the executive committee. The General body has the power to accept/regret the action of the Executive Committee.

5. Funds, Investment, Audit:

(1) The year ending 31st March shall be the official year of the Mantram.

(ii) The funds of the Mantram shall be made up of subscriptions, donations and other contributions, besides income from investments and properties.

(iii) The funds of the Mantram shall be deposited in any Scheduled or nationalized Bank and the account shall be operated jointly by the President, the General Secretary and Treasurer.

(iv) The excess funds of the Mantram after application of its income to its objects shall be invested only in the modes specified under the provisions of Section 13 (1) (d) read with section 11(5) of the income-Tax Act, and /or as per any statutory modifications made in the Income Tax Act from time to time.

(v) The Treasurer shall be responsible for the regular maintenance of accounts. He should submit statement of account in each Executive and General body meeting of the Mantram. He should not keep more than Rs. 20000/- in hand. All the income/receipt should be deposited in the bank. The accounts shall be audited every year by a Chartered Accountant whose report together with the annual statements of accounts shall be placed before the Annual Meeting for its approval.

(vi) The income of the funds of the Mantram shall not be utilized for distribution as interest, profits or dividends among the members of the Mantram under any circumstances.

6. Management of the Mantram:

The Management of the Mantram shall be vested with the following Bodies:

- a) General Body
- b) Executive Committee

7. Annual General Body Meeting:

The annual General Body Meeting will be held every year within six months of the close of the official year. Notice to all members with the agenda for the meeting shall be given twenty one days in advance. The Annual General Body Meeting shall have the powers to consider the following:

- (i) The report of the General Secretary on the activities of the Mantram for the preceding year.
- (ii) The statements of accounts of the previous year with the audit report of the Chartered Accountant.
- (iii) Amendments, if any, to the bye-laws of the Mantram.
- (iv) Resolutions, if any, from the members or the Executive Committee, for which notice has been given to the General Secretary, at least ten days before the meeting.
- (v) Election of office bearers and members of Executive Committee (once in three years).
- (vi) Appointments of a Chartered Accountant to audit the accounts of the current year. The outgoing Chartered Accountant is eligible for reappointment.

8. Extra-ordinary General Body Meeting:

An extra-ordinary general body meeting may be convened by a request of minimum 300 members of the Mantram or by the executive committee to consider and decide on specific questions. Five days notice shall be given to all the members for the meeting.

9. The Executive Committee:

(i) The Executive Committee, subject to the overriding authority of the General Body Meetings, shall be the immediate governing and managing body of the Mantram. It shall have powers to fill up the vacancies in the Executive Committee. It shall appoint such sub-committees as it may deem necessary and prescribe their constitution and powers. It shall have power to initiate disciplinary action against member/ office bearer/committee member, and suspend/dismiss him/her if the explanation is not satisfactory.

The Executive Committee shall engage a legal advisor or advisors to help the Mantram in all legal matters.

The Executive Committee shall be competent to appoint employees regulate their conditions of service and salary, and effect termination of employment.

(ii) The Executive Committee shall consist of office bearers and committee members as follows. They shall hold their office for a term of three years or till the next elected body takes charge.

(iii) Atleast three days notice should be given for a meeting of the Executive Committee.

(iii) Any office bearer or Member of the Executive Committee who absents himself from three successive meetings of the Executive Committee shall unless cause is shown in writing on the satisfaction of the Executive Committee, cease to be a member of the said Executive Committee.

10. Office bearers:

- (i) President - One
- (ii) Working President - One
- (i) Vice Presidents - Twelve
- (ii) General Secretary - One
- (iii) Dy. General Secretaries - Twelve
- (iv) Secretaries - Fifteen
- (v) Treasurer - One
- (vi) Committee Members - Twenty

11. Functions and Duties of the Office bearers:

(a) **The President:** He shall preside over all meetings of the Mantram, and shall exercise general supervision and will be the execute authority over the work of the Mantram. He shall operate the bank Account jointly with the general Secretary and Treasurer.

(b) **Working President:** The Working President will execute the works allotted by the Executive committee.

He will preside the meetings in the absence of the President.

© **The Vice Presidents:** They shall assist the President in the discharge of his duties and one of the Vice President elected by the members of the Executive Committee shall act as President in the absence of the President/Working President.

(d) **The General Secretary:** He shall be the Chief Executive of the Mantram and shall administer the affairs of the Mantram under the control and direction of the President and Executive Committee and the General Body. He shall conduct all correspondences of the Mantram, maintain register of members, convene all meetings, keep correct minutes of the proceedings thereof and do other things as may be entrusted to him by the Executive Committee.

He shall be the Ex-officio member of all sub-committees. He shall operate the Bank Account jointly with the President and Treasurer.

(e) **Dy. General Secretaries:** They shall assist the General Secretary in all matters of administration of the Mantram. They may be given specific assignment of work by the Executive Committee and the President/General Secretary.

(f) **Secretaries:** The secretaries would assist the Dy. General Secretaries and General Secretary in the administration of the Mantram. They will assist to enroll

new members to the Mantram and implement welfare schemes on behalf of the Mantram.

(g) **The Treasurer:** He shall exercise control over the funds and accounts of the Mantram. He shall be personally responsible for the funds of the Mantram and relevant records. He shall receive contribution, donations etc. and deposit in the Bank. He shall make payments after getting the orders attested by the President/General Secretary and maintain accounts and place the account books every month before the President/ General Secretary for their scrutiny. He shall prepare the annual statements of accounts and get them audited by the Chartered Accountant. He shall operate the Bank Accounts jointly with President/General Secretary. He shall keep imprest cash not exceeding Rs. 20,000/- (Rupees Twenty thousand only) to meet day to day expenses. He shall also submit statement of accounts in all the Executive Committee meeting for the approval by the committee.

12. Elections:

The office bearers and members of the Executive Committee shall be elected once in three years at the Annual General Body Meeting of the Mantram. The election shall be by secret ballot. The Executive Committee may prescribe a code for conducting the elections and appoint a polling officer with five assistants from amongst the members for conducting the elections.

Only those who have enrolled as members at least three months prior to the announcement of date of election shall be eligible to contest the election.

13. Meetings, Votings & Quorum:

(a) At all the meetings of the Mantram, the President or in his absence, the working president or in their absence a Vice President, elected by the meeting shall be the Chairman.

(b) The Chairman shall have the power to bring forward any motion not on the agenda at any time.

(c) The voting at all the meetings may be by secret ballot or by show of hands as decided by a majority of the members present at the meeting.

(d) In the case of any equality of votes being recorded at a meeting, the chairman shall have a casting vote as well as a deliberative vote.

(e) Save as provided specifically elsewhere, the resolution in any meeting shall be carried by a simple majority vote.

(f) The following shall be the quorum for the meetings:

- (i) Executive Committee - 15 Members
- (ii) General Body - 150 Members

No quorum is necessary for a subsequent meeting adjourned for want of quorum.

(g) If no quorum is found after half an hour of the commencement of the meeting, the meeting shall stand adjourned. In the case of requisitioned meeting under Rule 8, if no quorum is found after half an hour of the commencement of the meeting the meeting shall stand dissolved.

14. Amendment to Bye -laws:

Any amendment to the bye-laws of the Mantram shall be made by the General body of the Mantram as prescribed supra.

15. Dissolution:

In the event of Dissolution or winding up of the Mantram, the funds of the Mantram shall be transferred to another Mantram or society or institution which has similar objects and which is also registered with the Income Tax department under section 12A of the Income Tax Act.

16. General:

(i) To acquire, construct, maintain, repair, extend, alter, improve or develop or take on lease any buildings or works necessary or convenient for the purpose of the Mantram.

(ii) The Mantram shall not carry out any activities outside India. It will also not carry on any activity with the intention of earning profit.

(iii) For all things not specifically provided in the rules of the Mantram, the provisions of the Societies Registration Act (27 of 1975) will apply.

17. Litigation:

In all matters of Litigation or any other legal obligations, the General Secretary of the Mantram shall be authorized to SUE and ought to be SUEd on behalf of the Mantram.

18. This constitution is irrevocable

