

**CCRH PENSIONERS' WELFARE ASSOCIATION**

**RULES AND BYE-LAWS OF THE ASSOCIATION**

- 1) **NAME** : *The name of the Association shall be*
- “Central Council for Research In Homoeopathy Pensioners Welfare Association (CCRH PWA)”.*
2. **REGISTERED OFFICE** : Sivasakthi,  
Sachivothampuram,  
Kottayam- 686532
- 3. SECRETARIAL OFFICE:**
- a. Registered Office : Janak Residency
- b. Building No. : B-101
- c. Ward No. : 36-S-Dwarka-A
- d. Grama Panchayath : Sector 18A
- e. Post Office : Dwarka P.O, Pin-110078
- f. Village : Dwarka
- g. Taluk : New Delhi
- h. District :
4. **AREA OF OPERATION** : **All India**
5. **OBJECTS:** The objects of the Association shall be:
- i. To unite the pensioners and family pensioners of Central Council for Research in Homoeopathy (CCRH) residing all over India and to strive to solve their grievance redressed.
- ii. To work for the development of the CCRH.
- iii. To provide assistance to the members distress.
- iv. To improve social, cultural, education al and economic conditions of the members.
- v. To safe-guard and promote the interest of the members.
- vi. To work for the general betterment of and for co-ordination with the economically weaker sections of the society.
- vii. To publish journals and to conduct conference and symposium for better understanding among the members.

## **6. MEMBERSHIP**

All pensioners and family pensioners of Central Council for Research in Homoeopathy shall be eligible for membership of the Association.

- a. All pensioners and family pensioners of Central Council for Research in Homoeopathy shall be eligible for membership of the Association by submitting application in the prescribed form in duplicate and remitting entrance fee @ Rs. 300/- (Rupees three hundred only), annual subscription for the Pensioners retired from the positions of Group "A", Group "B" & Group "C" @ Rs.1200/-, Rs. 800/-, Rs. 600/- respectively, Life membership subscription for the Pensioners retired from the positions of Group "A", Group "B" & Group "C" @ Rs.12000/-, Rs. 8000/-, Rs. 6000/- respectively and the executive committee decides to accept it and record the name and address in the membership register with sign and date. In case an application for membership is rejected, the reason thereof shall be recorded in writing and shall be subject to review by the General Body of the association. Life membership shall be transferred to the family pensioner in case of demise of the member with no fee.
- a. The membership shall automatically be ceased after tendering a written resignation by the member. Such notice shall take effect on its acceptance by the executive committee.
- b. Individuals who have ceased to be members of the Association shall be readmitted if still eligible and only after remitting the entrance fee and subscription along with written request for readmission as per the procedure laid down in Article 5 (a).

## **7. Termination of Membership**

A member's connection with the association shall be terminated on any of the following grounds.

- i) Death, resignation
- ii) Organizational actions
- iii) Default of payment the subscription and others dues for a consecutive period of three (3) months provided due notice is given to the member to pay up dues. Such defaulters are not eligible for voting and claiming as a member and also not eligible for refund of membership or any other payment already remitted.

## **8. Meetings.**

There shall be two (2) kinds of meetings of the Association

- 1) Annual General Body Meeting
  - 2) Special General Body Meeting.
- a. The Annual General Body Meeting shall be held in the month of April after submission of Audited Annual Accounts. of every financial year. In between the annual general body meeting, a special General Body Meeting be held to discuss specific problems and to take decisions thereon or to ratify the decisions taken in the executive meetings.

- b. The quorum for the Annual and special general body meeting shall be 1/3 of the members. No quorum will be necessary for the adjourned meetings.
- c. The period of notice of the Annual General Body meeting and Special General Body Meeting shall be as under:
  - a. Annual General Body Meeting – 15 (fifteen) days
  - b. Special General Body Meeting – 7 (seven) days
- d. The notice of the meeting shall specify the business to be conducted there at, the place, the day and time of the meeting.
- e. Any business which is not in the agenda will be considered at the meetings with the permission of the Chairman.
- f. No question on the financial report shall be answered in the annual General Body meeting unless the question has been submitted in writing at least five (5) days prior to the meeting.
- g. The General Secretary shall also convene a Special meeting of the General Body, if requested by more than 1/3 of the members in writing for calling of such a meeting with the business they wish to place on the agenda.
- h. An office bearer/Executive Committee member shall be removed from his post if a non-confidence motion is passed in the General Body Meeting by a majority of vote.
- a. **Chairman of the meeting:** At the meeting of the General Body of Association and the Executive Committee the President or in the absence of the President, the Vice –President shall preside. In the absence of both the President and the Vice –President, such of its members as the members present may elect shall preside.
- b. **Record of meeting:** Minutes of each meeting of the General Body and executive committee shall be recorded by the General Secretary. Proceedings of the previous meetings of the General Body or the Executive committee and shall be read for confirmation, if not circulated to the members. The members present at the original meeting shall only be entitled to point out inaccuracies, if any, in the draft proceedings and corrections shall be made in accordance with the decision of the majority of the members at the previous meeting in such a manner that no actual decision arrived at is altered or revised by such modification.

## **9. Function of the Annual General Meeting.**

The following business shall be transacted at the Annual General Body Meeting

- a. To consider and adopt General Secretary’s report on the Association works.
- b. To consider and pass the audited annual receipts and payments and the balance of the Association.

- c. To elect the following Office bearers and members of the Executive Committee.
  - i) President,
  - ii) Vice President (04)
  - iii) General Secretary,
  - iv) Joint Secretary (04)
  - v) Treasurer
  - vi) Members (06)

The Chief Patron will be appointed on a nomination basis. He will also be part of Executive Committee Meeting.
- d. To frame rules and regulations charter of demands as are considered necessary and desirable to attain the objects.
- e. To consider any other matter specially referred to the President or the Executive committee.
- f. To appoint Chartered Accountant for auditing the annual accounts.
- g. General body/special general body can nominate a competent outside person, Political nature, as Honorary Chairman to represent the grievances of the members before the competent authority in the Ministry and the Council as well.

#### 10. **Function of the Executive Committee**

The Executive Committee elected by the General Body at the Annual general meeting shall have power to:

- a. Frame rules for the conduct of its functions subject to the approval of the General Body and with the scope of and in conformity with the rules of the Association.
- b. Control over funds and proportion and the general financial affairs of the Association and for conducting the activities of the Association.
- c. To approve and print Letter Heads, approve emblem (Logo), create and approve mail Id, website/ web blog, procurement of stationery etc.
- d. To pass Bills (TA & Contingent nature)
- e. To fill casual vacancies of the office bearers and members of the Executive committee through co-option.
- f. Total members of the Executive Committee are Seventeen (17) only.
- g. To affiliate the association with any recognized Forum in State of Kerala or Centre.

## 11. Meeting of the Executive Committee.

There shall be two kinds of meeting of the executive committee i.e. Ordinary and emergent

- a. Five days' notice shall be necessary for ordinary and 24 hours' notice for the emergent meeting.
- b. Above the ½ of the members shall form the quorum for the meeting of the committee. No quorum shall be necessary for adjourned meetings.
- c. Meetings of the committee shall be summoned by the General Secretary with prior approval of the President as and when required. The executive committee shall meet at least once in a month.  
**Note:** Any office bearer or member who is absent without sufficient cause for three consecutive meetings of the committee shall be liable for removal from the committee.
- d. The General Secretary shall also convene an emergency meeting of the Executive committee if requested in writing by any one or more members of the Executive committee for calling of such meeting with the business they wish to place on the agenda.

## 12. Power and Duties of Office bearers:

- a) **President:** The President shall (i) preside over the meetings (ii) Exercise general supervision and control over the activities of the Association (iii) Take decisions in emergent matters and such decisions shall be reported to the Executive Committee within 48 hours.(iv)sanction expenditure up to Rs.1000/- (Rupees one thousand only) in emergent cases (v) Exercise casting voter in case of equality of votes (vi) and his ruling regarding the conduct of the meeting shall be final and (vii) permit General Secretary to conduct official tour within the state and outside for organizational and other office works in which personal meeting and discussions involves in the interest of the Association and sanction of advance/payment of expenditure as per rules provisions of such tour within the available fund and that should be ratified in the next executive committee /special committee meeting.
- b) **Vice President:** In the absence of the President, the Vice President shall perform all the functions and powers of the President.
- c) **General Secretary:** The General Secretary shall (i) undertake all correspondence with the members of the Association and other organizations, including Council and the Ministry etc. and shall be responsible for the proper record keepings implementation of the decisions of the executive committee (iii) issues notices of all meetings and its records maintenance (iv) Authorize payment of expenditure already approved by the Executive Committee or the President or Vice President as the case may be (v) ) sanction expenditure up to 750/-(rupees seven hundred fifty only) & 500/-(rupees five hundred only) on any single item on non-recurring & recurring nature respectively, and Keep an imprest of Rs.5000/-(rupees five thousand only) and Rs.2000/-(rupees two

thousand only) with the General Secretary and the Treasurer respectively. (vi) Prepare Annual Report and submit to the Executive Committee and the General Body (vii) Maintain records of minutes of all the meetings and circulate it to all members for confirmation (viii) procurement of recurring items like, postage, telephone charges(not exceeding rupees one hundred only per-month Reimbursement), stationery, etc. for the day to day association work and maintain proper records/register (ix ) Design, uploading events news for website/web blog (x) have general control over the funds of the association. He/ She shall undertake official tour with the approval of President/Executive Committee with due justification.

- d) **Joint Secretary:** The Joint secretary shall assist the General Secretary in all matters and in the absence of the General Secretary, he/she exercise the powers of the general Secretary and shall perform all the duties.
- e) **Treasurer :** The Finance Secretary shall (i) receivers all amount to the Association and issue receipts for them (ii) keep all books of accounts, and lay them before the Executives committee at its regular meetings (iii) be responsible for ensuring that the funds of the Association are spent for the purpose for which these have been allocated. (iv) Prepare budget for the next year. (v) Deposit all amount except the authorized imprest, received by him in the Association Bank account and make payment with the approval of the General Secretary and after obtaining sanction from the Present (vi) Executive a general supervisor over the funds of the Association and advise in regards to the financial policy.
- f) **Auditor:** The auditor shall audit all income and expenditure of accounts before the annual general body meetings and to be handed over to the General Secretary
- g) **Voting:** All questions that come up before any meeting of the Association or the Executive Committee shall be decided by the majority vote. In the case of a tie the chairman shall have a casting vote.
  - a) The members who are not in arrears on the date of the meeting, shall be eligible to vote at the Annual general Meetings

13. **Disciplinary organizational actions:** Any member action against the objects of the association shall be removed from the Association as per rules and regulations under the 12<sup>th</sup> of Travancore – cochin scientific and charitable societies registration act 1955. The decision of such removed shall be taken by the General Body by majority vote after due notice to the members and giving him a change to defend his case.

14. **Elections:** All elections under these rules shall be hold by ballot.

15. **Records:** The following documents shall be maintained by the Association office (1) Registration Certificate (2) Bye Laws (3) Minutes Book (4) Membership register with name and address and the date of joining as a member (5) Annual audited income and expenditure statements and Balance sheet signed by any of 3 executives committee members (6)

Properties and Liabilities register with details (7) detailed income and expenditure accounts book (8) Receipt Books (9) work report Books, news bulletin, Journals and the important necessary records pertaining and required for the association.

**16. Properties.** All the immovable preoperative shall be under the custody of executive committee. Purchase of properties shall be done jointly with the president and the general secretary. No right to divide the properties to the members in any reason.

**17. Subscription and funds:** The funds of the Association shall be raised by Entrance Fee, subscriptions (Annual and Life memberships) and other collections from the members which shall be determined by the Association from time to time. All the amount so received on account shall be accepted by Cash/net banking/UPI/Cheque/Demand Draft drawn in favour of Association.

**18. Investment of Funds:**

- a. The funds of the Association shall be kept in the name of the Association's bank account with the nationalized/ scheduled bank or such other banks as many be decided by the General Body.
- b. The savings bank account of the Association with the bank shall be operated jointly by the General Secretary/ President and Finance Secretary
- c. The funds of the Association shall be utilized for achieving the objects as laid down in Articles 4 of the objects, Constitution and By- Laws of the Association and it should not be distributed among the members.

**19. Year:** The office of the Association shall be 1<sup>st</sup> April to 31<sup>st</sup> March

**20. Terms of offices:** All office bearers and committee members shall held office ordinarily for three year. However, they shall continue until the newly elected office bearers and committee members take place.

**21. Annual Returns:** The following returns shall be submitted to the Registrar of societies duly signed by three (03) executive committee members.

1. List of newly elected office bears and executives committee members
2. Audited accounts of statement and balance sheet.
3. Minutes of GB meeting.

**22. Miscellaneous:** The list of the members and the accounts of the associations shall be opened for inspection by any member of the association any day at any time convenient to the General Secretary/ Finance Secretary.

- a) Every member shall be entity to possess a copy of the bye- laws of the association and amendments in the part of any members shall be no excuse for breach of any rule.

**23. Alteration and amendment of Bye- Laws:** The Bye- Laws of the association shall be altered / amended only at the annual general body

meeting of the association by a majority of 3/5 members present at the meeting.

- a) All proposed alterations / amendments shall first be considered by the executive committee and shall submit the recommendation to general body
- b) **Any** matter which is not covered by the Bye- Laws of the association would be decided by the executive committee on the bases of the objects constitutions of the Bye- Laws

24. **Dissolution** : If at any time it is found that the affairs of the Association, can no longer be carried on either because it has survived its usefulness or because of insufficient funds or if adequate support is not forth coming from the members or for any other reason, the executive committee may convene a general body meeting for that special purpose and the Association shall be dissolved by a special resolution passed by 3/4th majority of members present and voting in a special meeting convened for the said purpose.

If upon dissolution of the Association, there shall remain after the satisfaction of all debts and liabilities, any property, whatsoever, the same shall not be paid to, or distributed among the members of the Association, or any of them, but shall be transferred to a Association having similar objects or to the Government.

25. **DECLARATION:**

1. There is no society constituted or registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 in the same name.
2. There is no other society functioning with similar purpose and objects within the territory of its functioning.
3. Notwithstanding anything contained in this Rules and Bye-Laws, anything which is repugnant or inconsistent with the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955 or Rules made there under shall have no force of Law.

**(APPROVED TRUE COPY)**

We , the Executive Committee members and members of **Central Council for Research in Homoeopathy Pensioners Welfare Association (CCRHPWA)** declare that the true copy of Rules and Byelaws approved by the General Body in the Special General Body Meeting held **04.02.2024**.

The previous byelaws was submitted before the District Registrar (General), Kottayam, Kerala for registration purpose and got approved on 14.10.2015 and the registered CCRHPWA vide Registration No. **KTM/TC/639/2015**.