

CONSTITUTION
MOHALI SENIOR CITIZENS ASSOCIATION
DISTRICT SAS NAGAR MOHALI
AMENDED UP TO 8th JUNE, 2013

RESOLUTION ADOPTED 3RD MARCH, 2007

AT SAHIBZADA AJIT SINGH NAGAR (SAS NAGAR-MOHALI)

We, the Senior Citizens, solemnly resolve to integrate ourselves in serious pursuit of noble ideals

Embracing fraternity, co-operation, service, knowledge and truth.

We further resolve to form an Association of Senior Citizens to provide-

A platform for interaction & welfare of Senior Citizens in district SAS Nagar & Chandigarh

1. **NAME:** - The name of the Association shall be MOHALI SENIOR CITIZENS ASSOCIATION (For short known as MSCA and hereafter referred to as the "Association").
2. **DEFINITIONS:-** Unless the context otherwise requires-
 - (i) "The Act" means the Societies Registration Act, 1860. (Act XXI of 1860)
 - (ii) "The Association" means Mohali Senior Citizens Association.
 - (iii) "The Seal" means the common seal of the Association.
 - (iv) "Member" means the member of the Association.
 - (v) Any reference to masculine gender, wherever it may occur, includes a reference to female gender as well.
 - (vi) Words or expressions contained in these Articles shall bear the same meanings as in the Act or any statutory amendments or modifications thereof in force on the date on which the Articles become applicable to the Association
3. (i) **REGISTERED OFFICE:** - Registered office of the Association shall be at SAS Nagar.
- (ii) **HEAD OFFICE:** - Head office of the Association shall be at SAS Nagar. For the present it will be at the residence of the Secretary General of the Association, till such time the Association establishes its own office at an other suitable place,
4. **COMPOSITION:** - Composition of the Association shall be:-
 - i) Senior Citizens residing in and around SAS Nagar and in Chandigarh and in the contiguous areas within SAS Nagar district.
 - ii) Branches of the Association at various places in District SAS Nagar.
 - iii) Other Associations or Organizations of Senior Citizens affiliated with the Association.
5. **AIMS AND OBJECTIVES:-** The Association shall have the following aims:-
 - (i) To forge fraternity and close contacts amongst Members and to promote fellow-feelings of goodwill, co-operation and mutual service.
 - (ii) To promote national integration, secular and democratic feelings.
 - (iii) To promote the cause of human dignity and social justice.
 - (iv) To render sincere service for common cause and to achieve and uphold lofty values of life.
 - (v) To strive for providing moral, physical, financial and medical assistance to the needy, poor and destitute, such as aged, orphans, widows and students etc. without any distinction-of sex, caste, colour creed, religion or politics.
 - (vi) To cooperate, federate or affiliate and exchange delegations with any other organizations having similar aims and objectives both inside and outside the country.
 - (vi) To pursue the objects incidental or ancillary to the attainment of the above aims.
 - (vii) To establish Day-Care Centre, Club and Old Age Home for those who are found to be really deserving and call for exclusive attention of the Association.
 - (viii) To strive to minimize the strain on the minds of the Members, by making adequate provisions in the shape of Club (with indoor games, reading room), get-to-gathers and outings.
 - (ix) To rivet together Members from all walks of life, all lines of intellect, religious/ moral learning and craving for - social service, by organizing discussions, where Members, may freely disseminate their ideals and knowledge to others and assimilate new ideas by mutual deliberations.
 - (x) To organize seminars and meetings and invite therein prominent personalities who may enlighten the Members with their candid views and ideologies on varied aspects of life, so as to boost the morale of the Elders.
6. **MEMBERSHIP:-** There shall be following type of Members:-
 - (i) **LIFE MEMBER:-** Any person, who has attained the age of 60 years or above and either retired or in service on any post in any Department of Government — either Civil or Defence, Semi-Government, Quasi- Government or any other Undertaking or Firm/ Company or a person belonging to any profession e.g. Medical, Engineering, Banking, Accountancy etc., or is self employed or in any Business or Industry etc. and residing in district SAS Nagar or in Chandigarh, shall be eligible to become a Life Member of the Association.
 - (ii) **ASSOCIATE MEMBER:-** Any persons above the age of 55 years but below 60 years, and residing in district SAS Nagar or in Chandigarh, may be admitted as an Associate Member of the Association. The Associate Member will get the voting right on attaining the age of 60 years.
 - (iii) **HONORARY MEMBERS:-** Governing Body, with the approval of the General Body, may nominate/Co-opt as Honorary Members (of the Association), the Representatives or Office bearers of other likeminded Organizations with which it may have Fraternal Relations nr such prominent persons as are deemed appropriate, for promotion of

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President

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Aims & Objects of the Association, within the limits of 10% of total Membership, but without any age bar. Elderly persons of the age above 85 years, may become Honorary Members without payment of any subscription fee."

- (iv) **EX-OFFICIO MEMBERS:-** Representatives of various Branches & Affiliated Organisations shall be Ex-officio Members of the Governing Body at the rate of one Representative for every 50 Members- including Secretary and/or President of the Branch/Affiliate.

Note:-

- (i) Every one desirous to join the Association, shall have to fill the prescribed form for being enrolled as such.
(ii) There shall be no restriction of age for the Spouse of the Life Member / Associate Member for admission as Associate Member.

7. MEMBERSHIP SUBSCRIPTION:-

a) LIFE MEMBERSHIP:-

- i) Every Member, whether Life Member or Associate Member of the Association, shall pay a Life Membership of Rs.1200.00 for self & Rs.600.00 for the spouse at the time of joining the Association.

- ii) The General Body authorized the Governing Body to consider & approve a revision in the Life Member Ship / Associate Member ship Fee at an interval of two years period in future with the maximum revision limiting to 20% increase

- b) **AFFILIATION FEE:-** Affiliation Fee for the Branches of the Association, shall be 10% of Life Membership thereof, and Rs.500.00 per annum for other organizations of Senior Citizens affiliated to it.

- c) Membership once paid shall not be refunded.

- d) Membership Subscription may be changed by the Governing Body with the approval of the General Body.

8. GENERAL BODY

- A. **COMPOSITION:-** The General Body shall consist of all the Members of the Association - including Life Members, Honorary Members, Associate Members and Ex-Officio Members.

B. FUNCTIONS:-

- i. To elect the Members of the Governing Body as indicated in clause 9 (hereafter).
- ii. To review the activities and achievements of the Association from time to time.
- iii. To pass duly audited statements of accounts of the Association in the Annual General Meeting
- iv. To discuss matters of common interest of the Association and enforce their implementation.
- v. To undertake amendments of the Constitution.
- vi. To pass the Annual Budget of the Association.
- vii. To hold movable and immovable assets, in the name of the Association.
- viii. To raise funds through Membership Subscription, Donations and grants etc for augmenting the resources of the Association and to expend the same for promoting its objectives.
- ix. To take decisions on miscellaneous issues, involving common interests of the Association, and get them implemented for the benefit of the Members.
- x. Any other function considered beneficial to the Members/ Association.

C. MEETINGS:-

- i. Meetings of the General Body shall be held at least once a year.
- ii. Extraordinary Meetings shall be called on requisition from 20% of the total strength of Members, or by the Governing Body, if required.
- iii. The agenda of meeting shall be circulated two weeks in advance. However, in case of Extraordinary Meetings, the agenda shall be circulated at least 24 hours earlier to the holding of the meeting.
- iv. Any Member, who wishes to raise any issue 'outside the agenda', shall have to give a notice thereof to the Secretary. General at least 24 hours before the Meeting takes place, but may also do so with the permission of the Chair even during the course of the Meeting, provided time permits.
- v. **QUORUM:-** 10% of the total strength of Members shall constitute the quorum for the meeting, failing which; the meeting will be adjourned for thirty minutes. If still the quorum is insufficient, the meeting shall be reconvened after thirty minutes and this reconvened meeting will require no fixed quorum and the members present shall form the quorum.
- vi. All Meetings of the General Body will be presided over by the President or, in his absence, by the elected Vice President, and if he is also absent, the members present will elect a member from amongst themselves to preside over the meeting.
- vii. The resolutions shall be passed by unanimity or by consensus or by majority vote.

9. GOVERNING BODY:- Management of the Association shall vest with the Governing Body.

- A. **COMPOSITION:-** I. The Governing Body shall consist of the following 13 Office Bearers, 9 Executive, Members and the Immediate Past President.

- i) President
- ii) Vice Presidents - 1
- iii) Secretary, General
- iv) Secretary Finance
- v) Chief Convener
- vi) Secretary Events & Cultural Affairs
- vii) Secretary Hospitality
- viii) Secretary Administration

[Signature]

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- ix) Secretary Medical
- x) Secretary Welfare
- xi) Secretary Public Relations
- xii) Secretary Publication Cum Editor
- xiii) Secretary Projects
- xiv) **Executive Members —9**

- The President, Vice President, Chief Convener, Secretary Events & Cultural Affairs, Secretary Public Relations, Secretary Welfare, and 5 (out of 9) Executive Members shall be elected directly by the General Body.
- II) The President will recommend and nominate names, for the approval of the General Body, for the posts of Secretary General, Secretary Finance, Secretary Administration, Secretary Medical, Secretary Publication Cum Editor, Secretary Hospitality & Secretary Projects in the larger interest of the Association.
- III. Immediate Past President shall be Ex officio Member of the Governing Body.
- IV. Four (out of 9) Executive Members will be nominated by the President in consultation with other Office Bearers.
- V. President may nominate an Executive President to look after the day today working of the Association and to help in carrying out his duties and responsibilities.
- VI. In case of any vacancy occurs during the tenure, the same shall be filled up by the Governing Body, from amongst the Members of the Association, till the next election.
- VII. **EX-OFFICIO MEMBERS:** - Branch Secretaries/ General Secretaries of the Branches and Affiliated Organisations, shall be the Ex-Officio Members of the Governing Body.

NOTE:- i) CONVENERS:- President may nominate Conveners, in consultation with other Office Bearers, from amongst the Members/ Executive Members. These Conveners will coordinate with the Chief Convener in enrolment of Members and inter-acting with them from time to time as well as carry such other duties as assigned to them by the President / Governing Body.

- ii) All the Office Bearers of the Association and Nominated Members will be honorary. No remuneration will be given to any Member of the Governing Body, except re-imbursement of out-of-pocket expenses and interest on money lent, or rent for premises demised to the Association.
- iii) **Branch Councils:-** Each Branch of the Association, shall have its own Branch Council or Executive Committee — with such Office Bearers & Executive Members as required as per its strength and as proposed by its General Body and approved by the Governing Body.
- B **TENURE:-** The tenure of the Governing Body shall be two years.
- C **MEETINGS OF GOVERNING BODY**
- (i) The Governing body shall hold meetings once a month, for which an Agenda will be circulated three days in advance by the Secretary General.
- (ii) Extraordinary Meeting will be called by President on a requisition by four Members of the Governing Body. Agenda will be circulated at least 24 hours in advance. Any issue, outside the agenda, may be discussed in the meeting, with the permission of the Chair.
- (iii) The quorum for the Meeting shall be one third of the Governing Body Members. In the absence of quorum, the meeting will be adjourned and may be reconvened at 24 hours notice. The reconvened meeting will require no quorum.
- (iv) The meeting shall be presided over by the President or, in his absence, by the elected Vice President. In case of absence of them, the Members present will elect a Member from amongst themselves to preside over the meeting.
- v) Each Member shall have one vote, except the President, who shall have an additional casting vote in case of equal vote on any Resolution.
- (vi) The resolutions shall be passed by unanimity/consensus or majority vote.
- (vii) Any Member failing to attend three (3) successive meetings of the Governing Body, without valid reasons, shall cease to be a Member of the Governing Body.
- (viii) The Association may have its Affiliation or Federal/Fraternal Relations with like minded bodies/Institutions having similar aims and objects. The Governing Body shall decide about all such matters in the larger interest of the Association.
- 10. **ELECTIONS**
- A. **GENERAL**
- i. Elections for the Governing Body shall be held before completion of its tenure of two years.
- ii. The election will be conducted by a Presiding Officer who is a Member of the Association but not a candidate himself, and nominated by the Governing Body at least three weeks before the elections. The Presiding Officer may co-opt other Members to assist him in the electoral process including receipt and scrutiny of nomination papers, printing of ballot paper, supervision of polling, counting of votes and declaration of results etc.
- B. **PROCEDURE**
- i. Members will be informed through notices at least two weeks before the elections in the Newsletter of the Association / Press etc. and through announcements at meetings, about the election schedule and other arrangements relevant thereto.
- ii. The Presiding Officer will be provided with a complete list of eligible voters. Each eligible Member of the Association shall have one non-transferable vote for each office. No proxy or postal voting is allowed.

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- iii. A Member may propose only one candidate for direct election of office bearers, and similarly, support or second only one proposal. Election will be by secret ballot. The presiding officer shall declare the results on the spot.

iv. **Eligibility**

- a) Any Life Member contesting for any post of the Governing Body shall be eligible provided he / she
- (i) Has completed one year as member of the Association on the date of issue of Election Notice.
- (ii) He / She has cleared all dues of MSCA i.e. Annual Contribution for past two financial years (including the current year), return of Library Books etc.
- (iii) Shall deposit an amount of Rs. 2000.00 for President Post and Rs. 1500.00 for other posts, as security deposit. (Refundable)
- (iv) The security deposit of the candidate shall stand forfeited, if he / she gets less than 10% of the total votes polled.

11. **SUB COMMITTEES**

- A. The Governing Body may appoint various sub-committees such as:
- (i) Committees to serve and pursue a particular project/Programme/campaign.
- (ii) Disciplinary Action Committee. It shall consider all disciplinary matters referred to it or shall start proceedings suo-moto whenever a matter / individual's action needs disciplinary action.
- (iii) Grievances and Reconciliation Committee.
- (iv) Fund Raising Committee.
- (v) **Audit Committee**:- A committee which shall conduct audit every six months, besides the annual audit and finally by a Chartered Accountant.
- (vi) Any other sub-committee as the Governing Body may deem necessary.
- B. The ambit and sphere of work to be carried out by these Sub-Committees shall be determined and decided by the Governing Body. These Sub-Committees shall consist of 3 to 5 Members each except the Audit Sub-Committee, which shall comprise only of two Members. One Member on each Sub-Committee shall be out of the Governing Body and the remaining from the General Body, with the approval of the Governing Body.
- C. No Member shall, however, be involved in more than two Sub-Committees. The Governing Body Member shall be the convener, except in the case of Audit Committee.

Note: President and Secretary General shall be Ex-Officio Members of all Sub-Committees.

D. **AUDIT SUB-COMMITTEE**

This will consist of 2 Members out of the Members of the General Body of the Association, conversant with the accounting and audit procedure, duly nominated by the Governing Body, to audit the accounts of the Association. The duly audited statement of accounts, along with the deliberations of the Governing Body on this statement, will be presented before the General Body of the Association in its meeting for its approval, after the same is got audited from the Chartered Accountant.

12. **AMENDMENT OF THE CONSTITUTION**

Any amendment of the constitution, as recommended by Governing Body, will be made by the General Body of the Association, with the consent of 2/3rd majority of the Life Members present in the Meeting.

13. **FUNDS OF THE ASSOCIATION**

- i) Funds of the Association shall consist of:-
- a. Membership subscription fee.
- b. Affiliation fee received from Branches/Affiliated organizations.
- c. Donations by the public or grant by the local bodies/Institutions and the Government etc.
- d. Special fund raising campaigns launched by the Association from time to time.
- ii) All the funds raised shall be deposited with a scheduled bank, in the name of the Association. The Bank Account(s) will be operated jointly by two out of three or four authorized signatory office-bearers, as decided by the Governing Body.

14. **UTILIZATION OF FUNDS**

The funds of the Association shall be utilized for meeting the aims and objects and for meeting the day-to-day expenses for running the office of the Association.

15. **TERMINATION OF MEMBERSHIP**

Termination of Membership may take place, ordinarily, in any of the following contingencies:

- a. By resignation
- b. On demise.
- c. On shifting the residence out of the area i.e. if anyone ceases to be a resident of district SAS Nagar or in Chandigarh.
- d. By expulsion.
- i) Any Member acting against the aims and objects of the Association or code of conduct prejudicial to the interest/cause of the Association, adjudged by 2/3rd majority of the Governing Body Members, on the recommendations of the Disciplinary Action Committee, may be expelled, without assigning any reasons for the action. The Disciplinary Action Committee may also recommend suspension of Members upto six months.
- ii) An expelled Member, shall not be re-admitted, earlier than one year — except by a special resolution of the Governing Body to be adopted on the recommendation of the President.

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16. **FILLING OF VACANCY**

Any vacancy in the Governing Body shall be filled in the manner as prescribed in Clause 9A (VII), under the heading Governing Body.

17. **NO-CONFIDENCE MOTION**

No-confidence motions against office bearers will be dealt with by the Governing Body. In case of no-confidence motion against the President, the meeting shall be presided over by the elected Vice-President, and in case of his absence, the members present will elect a member from amongst themselves to preside over the meeting. In case it is against any other office bearer, the President will preside.

18. **DISSOLUTION OF ASSOCIATION**

If upon dissolution or winding up of the Association, there remains, after satisfaction of all its debts and liabilities, any assets or property whatever, the same shall not be paid or distributed among the Members of the Association, but shall be given away to some other institutions, having objects similar to the Association, at or before the time of such dissolution or winding up.

19. **POWERS AND DUTIES OF OFFICE BEARERS**

A. **PRESIDENT**

- i) To preside over the meetings of the Governing Body and General Body and to maintain discipline and decorum in the meetings and guide the Association.
- ii) To approve the date and agenda of the Governing Body and General Body meetings.
- ii) To incur expenditure upto Rs.25000 at any one time for which approval shall be obtained at the subsequent meeting of the Governing Body.
- iv) The President, in consultation with other office bearers, can assign additional duties to any office bearer or modify their duties within parameters of duties as defined hereinafter.
- v) The President may delegate any of his powers to any other Office Bearer, keeping in mind the need and requirements.

B. **VICE PRESIDENT:** - He will perform the duties of President in his absence. He will also look after such other duties as may be assigned to him by the President, from time to time.

C. **SECRETARY GENERAL**

- i) To issue notice, containing agenda for the meeting of the Governing Body and General Body, in consultation with the President.
 - ii) To record minutes of the meetings in the proceedings book and keep it in safe custody.
 - iii) To take appropriate steps for the implementation of the decisions taken in the meeting of the Governing Body and General Body, as the case may be.
 - iv) To read the minutes of the previous meetings for approval of the Governing Body and present a report on the action taken on the decisions.
 - v) To correspond with any authority, organization or individual on behalf of the Association, if and when necessary.
 - vi) To keep record of all the correspondence.
 - vii) To perform any other duty that the Governing Body entrusts to him to do.
 - viii) To incur expenditure upto Rs.10,000 for which approval shall be obtained at the next meeting of the Governing Body.
 - ix) To inform the President of his intended absence from the headquarters, so that alternative arrangements may be made for the discharge of his duties
- D. **SECRETARY FINANCE:-** He will be responsible
- i) To-maintain-accounts of the-Association. -
 - ii) To receive payments from Members and others against proper receipts.
 - iii) To keep up to Rs.10,000 as imprest money with him.
 - vi) To disburse funds of the Association and temporary advances for the specific purposes as approved by the competent authority (i.e. President, Secretary General or any person authorized by the President).
 - v) To deposit all funds of the Association in Scheduled Bank, as approved by the Governing Body, and keep the pass books and cheque books in his safe custody.
 - vi) To make payments of all bills, duly sanctioned by the sanctioning authority, against proper receipts.
 - vii) To inform the President about his intended absence, to enable the President to arrange for carrying out his duties and functions in his absence.
 - viii) To present the audited annual accounts/budget of the Association to the Governing Body for approval and presenting the same to the General Body.
 - ix) To advise the Association in all financial matters, particularly relating to the financial health of the Association, from time to time.

E. **SECRETARY EVENTS & CULTURAL AFFAIRS**

- i) To make arrangements for function and other meetings & picnics including arrangement for venue, other facilities etc. for the same.
- ii) To conduct cultural programme during various Functions and meetings and make arrangement for entertainment of artists and speakers etc.

G **SECRETARY HOSPITALITY**

To make all arrangements for refreshment, lunch etc. for all the functions, meetings, picnic etc.

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H SECRETARY WELFARE:-

- i) To look after the welfare of the Members and Senior Citizens at large.
- ii) To ensure timely and proper dispersal of Old Age Pension to eligible senior citizens.

I SECRETARY MEDICAL

- i) To organize Medical Camps, Seminars and dissemination of literature for developing better awareness about health amongst Members and senior citizens at large.
- ii) To look after the medical centers set up by the Association and coordinate with other agencies for availability and development of better medical facilities for the senior citizens.

J. SECRETARY ADMINISTRATION

- i) To arrange for deputations to meet high dignitaries.
- ii) To arrange annual meets and other special meets.
- iii) Any administrative work of the Association.

K SECRETARY PUBLIC RELATIONS

He will maintain liaison with media including Press, Public Relation Dept. Of District and State, other NGOS' and institutions, arrange coverage of functions of MSCA by E-media & press in an impressive way so as to project the policies and programme of the Association.

L) SECRETARY PUBLICATION CUM EDITOR

- i) He shall be responsible for the publication of News Letter Souvenir etc of the Association, as Editor for the News Letter of the Association in a time bound manner.
- ii) He shall submit applications of the MSCA for grant of funds under various State & Central Govt. schemes for NGO's & Sr. Citizens and pursue the cases till receipts of grants.

M) SECRETARY PROJECTS

He shall co-ordinate all the activities relating to various projects undertaken by the Association and ensure timely implementation of the same.

N) CHIEF CONVENER

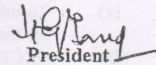
- i) To ensure enrollment of Members of the Association, and to inter-act with them- both directly and through other Conversers- nominated by the Governing Body or the President.
- ii) To coordinate the functioning of the other Conveners and maintain inter active relations with them and the Members at large and to carry such other duties as may be assigned to him by the President I Governing Body.

NOTE

All the programmes and arrangements made by the Office Bearers shall be finalized in consultation with the President in the larger interest of the Association.

20. CHAIRMAN AND PATRONS

- a. The Governing Body may appoint eminent Senior Citizens / Members as Chairman, Vice-Chairman, Chief Patron or Patron(s) of the Association.
- b. The Governing Body may appoint experts or other appropriate persons as Advisors as required from time to time, to advise and promote the objectives of the Association.


President

Mohali Senior Citizens Association

H. S. Mand

President

Mohali Senior Citizens Association

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