

MANDPESHWAR CIVIC FEDERATION

REGN. NO. SOCIETY ACT :
BOM. - 566/87/G.B.B.S.D./30-11-87
PUBLIC TRUST ACT :
F-122276 (BOMBAY) DT. 3-3-1988

MEMORANDUM

AND

RULES & REGULATIONS

(Amended upto 30/09/2012)

Swimming Pool-Cum-Sports Complex,
Gymkhana Road, Prem Nagar,
Borivli (West), Mumbai - 400 092.

NAMES OF THE PRESENT MANAGING COMMITTEE MEMBERS

SR. NO.	NAME	DESIGNATION
1.	MR. TARUN H. MOTTA	PRESIDENT
2.	DR. RAMNATH AIYER	VICE-PRESIDENT
3.	DR. RAMESH K. DEDHIA	VICE-PRESIDENT
4.	MR. HARISH R. CHHEDA	HON. SECRETARY
5.	CA. UMESH L. BHAWSAR	HON. TREASURER
6.	MR. BINDESH C. CHITALIA	HON. JT. SECRETARY
7.	MR. RAMESH R. MEHTA	HON. JT. TREASURER
8.	MR. DHARMESH R. OZA	MEMBER
9.	DR. VYOMESH K. SHAH	MEMBER
10.	MR. BHUPENDRA R. SURTI	MEMBER
11.	MR. PRAKASH M. DEVANI	MEMBER
12.	CA. NARENDRAKUMAR C. SHAH	MEMBER
13.	MR. VIJAY J. PATEL	MEMBER

MANDPESHWAR CIVIC FEDERATION

Swimming Pool-cum-Sports Complex,
Gymkhana Road, Prem Nagar,
Borivli (West), Mumbai - 400 092.

MEMORANDUM OF ASSOCIATION

1. NAME : The name of the Federation shall be "MANDPESHWAR CIVIC FEDERATION"
2. ADDRESS : The Registered Office of the Federation shall be situated at MCF Swimming Pool-cum-Sports Complex, Gymkhana Road, Prem Nagar, Borivli (West), Mumbai - 400 092.
3. OBJECTS : The aims and objects of the Federation are :
 - (a) To aid and assist the Local and Government Authorities in developing, establishing and pursuing public facilities like gardens, roads, civic amenities, play grounds, schools, colleges, libraries, water parabs, recreation centers, gymnasium, gymkhana, hospitals, medical centers, sanatoriums etc. for the benefits of public at large irrespective of any caste, creed, community and religion.
 - (b) To aid and assist for promotion of all type of sports and games and to sponsor, organize, affiliate, promote and conduct all types of games and sports events, competitions, matches etc.
 - (c) To organize, establish, develop, support, affiliate, conduct and aid schools, reading rooms, libraries, study centers, classes, seminars, exhibitions, lectures, including fine arts and any educational fields.
 - (d) To give and assist needy and poor members of public in order to uplift of them in educational, medical, social, cultural etc. and all other fields of charities.
 - (e) To create the feelings of brotherhood and national integration in the minds of public at large and to carry out and conduct any activities in promotion thereof.
 - (f) To publish magazines, leaflets, pamphlets, periodicals, circulars etc. in promotion and conduct of all the aforesaid objects.

- (g) To aid and assist other Institutions, Organizations, Mandals having one or many objects similar to the Federation's objects.
- (h) To do all other acts, deeds, things as are cognate, ancilliary, incidental or conclusive to the promotion and furtherance of any or all the objects of the Federation.

MANDPESHWAR CIVIC FEDERATION

Swimming Pool-Cum-Sports Complex,
Gymkhana Road, Prem Nagar,
Borivli (West), Mumbai - 400 092.

RULES AND REGULATIONS **OF** **MANDPESHWAR CIVIC FEDERATION**

1. DEFINITIONS:

In these rules, unless there be anything in the context repugnant thereto or inconsistent therewith:

- a) "The Rules & Regulations" mean those rules and regulations as framed or as altered and amended from time to time by a special resolution of this Federation.
- b) "The Federation" means, "MANDPESHWAR CIVIC FEDERATION".
- c) "The Committee" means the Managing Committee of the Federation duly elected for the time being under the rules and regulations to whom the management of the affairs of the Federation is entrusted.
- d) "The Register" means the Register of the Members of the Federation to be kept pursuant to the rules and regulations of the Federation.
- e) "The Office" means the Registered Office of the Federation.
- f) "The Month" means the calendar month.

2. MEMBERSHIP & MEMBERSHIP FEES:

Any person/s who has completed the age of 18 years can be admitted as Member/s of the MCF provided he/she also becomes the Member of the Sports Complex by paying necessary fees as determined by the Managing Committee from time to time.

- a) The Managing Committee at its discretion and by a majority of not less than two-thirds of the members present in the meeting can also admit:
 - b)
 - i) Any other person whom the Managing Committee considers fit to admit as a member on the ground that the person has rendered or likely to render valuable assistance to the Federation, and
 - ii) Any person, who has become Patron Member/Life Member of Swimming Pool-cum-Sports Complex of the Federation, has to become a Member of the Mandpeshwar Civic Federation and the Managing Committee should admit him/her as such on payment of prevailing fee.

b) MEMBERSHIP FEES:

The membership fee for MCF at present is Rs.300.00 (Rupees Three Hundred Only) and entrance fee of Rs.10.00 (Rupees Ten Only) for every MCF Member. The Managing Committee is authorised to decide

MCF Membership Fees from time to time. The Managing Committee is fully empowered and authorised to make it mandatory for all Patron/Life Members to become MCF Members within a period of six months from the date of passing this Resolution, failing which such Patron/Life Members shall not be eligible to attend the General Body Meeting of the MANDPESHWAR CIVIC FEDERATION nor shall they be entitled either to vote or contest any elections.

- c) No person or society shall be registered as a member of the Federation whose application for membership is not approved by the Managing Committee of the Federation, who shall have absolute discretion to accept or reject any application for membership without assigning any reasons whatsoever and whose decision in these respects shall be final. Any money paid towards membership fees and entrance fees accompanying the application form shall be refunded to the applicant in the event of his application being rejected.
- d) Every member shall have a single vote in any General Body Meeting of the Federation.
- e) The Federation shall cause to be kept a membership register within the meaning of Section 15 of the Societies Registration Act, 1860 in the form of Schedule VI to the Societies Registration (Maharashtra) Rules, 1971, vide Rule 15 thereof which shall include:
 - i) The full name of the member
 - ii) The address of the member as given in his/her application form and as modified or altered by him/her from time to time.
 - iii) Date of admission
 - iv) Membership No.
- f) Every member shall notify the change of address to the Federation. Failure to notify such change shall absolve the Federation of the responsibilities in connection with sending of notices, reports, letters, communications etc. to such member.
- g) In the event of any question arising in respect of the conduct of a member and the matter being brought to the notice of the Committee by any one member having right to vote supported by at least two members of the Committee, a meeting of the Committee shall be convened to enquire into the matters at which such member may be invited to attend. If, in the opinion of the Committee for which the Committee shall not be bound to assign any grounds, a member has been found guilty of conduct detrimental or prejudicial to the interest and policy of the Federation, he may be cautioned, suspended or expelled, but no member shall be expelled except by the vote of at least three fourths of the members of the Committee present in the meeting. In the event of any such suspension, removal, or expulsion, the member shall not be entitled to claim any compensation or damage for suspension/ expulsion from membership. If any member so removed from membership, is an Office Bearer/Managing Committee Member,

his/her Office/Managing Committee Membership shall be ipso facto vacated. No Member suspended or expelled under this article shall be entitled to repayment of his/her entrance fee or subscription already paid or any part thereof.

- h) The Managing Committee shall record in the minutes the reason for expulsion / suspension over a period of more than 6 months, of any Member. Any such expulsion / suspension of a Member should be ratified in the next Annual General Meeting.
- i) An individual member shall cease to be a member, if he/she is found guilty by a competent court of an offence involving, in the opinion of the Committee, gross civil or criminal misconduct. The opinion of the Committee shall be final and absolute.
- j) Membership of the Federation ceases on death, resignation of the Member.
- k) A member suffering from any communicable disease or such other serious illness, which is likely to cause a general health hazard to others, such member shall cease to be a member of the Federation.
- l) In the event of any member ceasing to be a member of the MCF Swimming Pool-cum-Sports Complex, such member shall ipso facto cease to be a member of the Federation.
- m) No entrance fee or subscription fee or any part thereof once paid shall be refundable on termination or cessation of membership irrespective of the reason for such termination or cessation.

3. MANAGING COMMITTEE:

A. DUTIES AND POWERS:

- 1) The Managing Committee shall have the power to make bye-laws not inconsistent with these rules and the clauses of the bye-laws of the Federation for holding elections, conduct of the meeting and also for the general management of the affairs of the Federation, for carrying out the aims and objects of the Federation and to alter, modify, suspend or abrogate from time to time some or all the bye-laws already made by it. The Managing Committee may also from time to time prescribe and alter such rules for the management and administration of the Federation and as to the mode of convening the same and conduct of business thereat or otherwise as they may think fit and also may delegate any of their powers and duties to any Committee Members/Members of the Federation. The Committee shall have power to frame rules for convening Special General Body Meeting, proceedings in General Body Meetings, procedure for convening its own meetings.

- 2) The Managing Committee shall have full powers and authority to do all acts, matters, things and deeds, which may be necessary or expedient for the purpose of the Federation and without in any manner derogatory from the generality of their powers under these rules and regulations or any other rules and regulations or otherwise in particular the following :-
- a) To hold all properties, movable or immovable, of the Federation and the income arising there from and look after, manage and supervise the institutions and properties of the Federation.
 - b) To prepare and submit to the Annual General Body Meetings an audited statement of accounts and report of the previous year.
 - c) To pay all rates, rents, taxes and salaries and remunerations to the employees of the Federation.
 - d) To fix, collect, increase or decrease rents of any of the properties belonging to the Federation.
 - e) To invest the funds of the Federation in safe investments and to sell, vary or transpose such investments from time to time.
 - f) To manage and deal with all matters pertaining to the Provident Fund or other schemes for the benefit of the employees or ex-employees of the Federation.
 - g) To fill in vacancies, to make appointments, to direct transfer, retirements and to give promotions, increment, honorariums and to grant leave and extension of services and fix/revise salaries and to award punishments or do away with the service of an employee under the Federation.
 - h) To make necessary arrangement for and in respect of the tournaments, sports gatherings, social and culture programmes, whenever necessary.
 - i) To carry out the necessary repairs to any of the properties of the Federation.
 - j) To fix, give and distribute prizes, scholarships and freeships.
 - k) To invite and accept donations and subscription with or without any conditions.
 - l) To appoint any Committee or Sub-Committee, as and when necessary and with such powers as the Managing Committee may deem fit.
 - m) To admit hereinafter MCF Members provided they become the Patron/Life Members of Complex and the Managing Committee is also entitled to refuse the membership and accept the resignation of any category of membership.
 - n) To acquire in the name of the Federation by gift, purchase, exchange, lease or hire or otherwise howsoever any lands, buildings, easements, right in

common or privileges, for the purpose of the Federation.

- o) To build, construct and maintain house and buildings, and to pull down, alter, extend, improve and repair any existing buildings of the Federation.
- p) To construct and lay out and maintain gardens.
- q) To borrow or raise money which may be required for the purpose of the Federation upon bonds, debentures, promissory notes or other obligations or securities of the Federation. To raise money by mortgage on charge of the Property of the Federation subject to the approval of the General Body Meeting of the Federation.
- r) To make and from time to time to repeal or alter bye-laws as to the management of the Federation and the affairs thereof and as to the management of the institutions and any workshop and/or library which Federation may maintain and as to the duties of any officers, employees or servants of the Federation and as to the conduct of the business of the Managing Committee or any Committee or Sub-Committee appointed by the Managing Committee to any of the matters or things within the powers or under the control of the Managing Committee, provided that the same shall not be inconsistent with the Memorandum of Federation or the bye-laws of the Federation. The Managing Committee shall have also the right to penalise a member for loss or destruction or damage caused to any of the properties of the Federation including tools, implements, equipments, library books, etc.
- s) To negotiate and enter into any contracts and or service not exceeding Rs. 25 Lakh per contract and or service on behalf of the Federation and to vary and rescind such contracts.
- t) The Managing Committee can authorize any Officer of the Federation for any specific job assignment with adequate authority and safe guards.
- u) To expend the funds of the Federation in such manner as the Managing Committee considers beneficial for the purpose of the Federation.
- v) To do all such acts and things as are incidental or conducive to the attainment of the above to any one or more of them and to the objects specified in the Memorandum of the Federation.
- w) The Managing Committee shall under no circumstances enter into any contract / agreement which may create right of ownership / possession in respect of the fixed assets held by the Federation.
- x) The Managing Committee can enter into a contract for providing various services of Temporary Nature for the period of not more than 3 years.

B. COMPOSITION & ALLIED MATTERES:

- a) The Managing Committee shall consist of 13 elected Members and the said elected Members may co-opt additional four Members. In the event of a vacancy arising in the Managing Committee due to death, forfeiture, expulsion, suspension or for such other reason or resignation of a Member, the vacancy shall be filled by the Managing Committee by way of co-option. Only MCF Members will have voting right and the said Members will elect the 13 Members of the Managing Committee.
- b) The tenure of Managing Committee will be for 3 years and thereafter the election of the Managing Committee shall be held on or before every three years and the result be announced in an Annual General Meeting.
- c) The Managing Committee shall select/elect the following Office Bearers amongst the elected members of the Managing Committee.
- | | | |
|----|-----------------------------|---|
| 1. | Hon. President | 1 |
| 2. | Hon. Vice-President | 1 |
| 3. | Hon. Secretary | 1 |
| 4. | Hon. Jt. Secretary | 1 |
| 5. | Hon. Jt. Secretary (Sports) | 1 |
| 6. | Hon. Treasurer | 1 |
| 7. | Hon. Jt. Treasurer | 1 |
- d) Any vacancy arising in the Managing Committee shall be filled in by co-option of other members of the Federation and such co-opted member shall hold office until expiry of the balance term of the Managing Committee.
- e) The Managing Committee shall meet once every month and Five Members present including any two office bearers shall constitute sufficient quorum for a Meeting. If, within half an hour of the notified time of the Managing Committee Meeting, there is no quorum present, the Meeting shall stand adjourned to a later hour on the same day or to another day as may be decided by the Members present, and at such adjourned Meeting the business for which the Meeting was first called shall be transacted and disposed, irrespective of the quorum present.
- f) Four clear days' notice shall normally be given to the members of the Managing Committee, of a meeting of the Committee. In every urgent and special cases, where circumstances do not admit of such procedural notice being given, the President can direct the Hon. Secretary to convene the meeting at not less than two days' time or get such business disposed of by circulation to members to be later recorded and confirmed at the next regular meeting of the Committee. Notice of all Managing Committee Meetings shall be sent either by post or hand delivery or personal intimation and the signature or initials of a member against his name in the notice shall be

sufficient proof that he has been properly informed of the meeting sufficiently in advance.

- g) All decisions taken by the Managing Committee shall be by majority votes of the members present and in the event of a tie or equality of vote on any questions, the President shall have a casting vote in addition to his own vote as a member.
- h) A Member of the Managing Committee shall forfeit his Membership of the Committee if he fails to attend Four consecutive Meetings of the Committee without prior intimation or sufficient cause. Such a Member will not be eligible for co-option for the remaining period of tenure of the Committee.
- i) A special meeting of the Managing Committee can be called for by a requisition addressed to the Hon. Secretary or President signed by not less than six members of the Managing Committee and such a meeting shall be called by the Hon. Secretary within a week of receipt of the requisition and shall transact only the specific business for which the meeting has been requisitioned.
- j) All business transacted through circulation or resolution, if any, shall be valid and effective as if it has been passed at a duly convened meeting of the Managing Committee. For the sake of good order, such transactions shall be confirmed at the immediate next meeting of the Managing Committee.
- k) The Office Bearers of the Managing Committee shall be appointed /elected by Managing Committee. On resignation, death, expulsion of any Office Bearers, the Managing Committee shall appoint a new Office Bearer against such vacancy for the remaining term of office.
- l) It shall be within the discretion of the Managing Committee to invite distinguished persons as special invitees for such Meetings who in the opinion of the Managing Committee have rendered or likely to render valuable assistance to the Federation. These persons shall not vote in any manner in any such Meetings.

4. PROCEDURE FOR ELECTION OF MANAGING COMMITTEE:

- a) Before the date for the Annual General Meeting of the Federation at which the result of the election of the Committee is to be announced, the Returning Officer shall, in the manner so prescribed, send to each member a notice stating that nominations of the candidates eligible for the election for members of the Managing Committee will be received by the date and time as shall be fixed by the Returning Officer.
- b) Any two members may propose and any two members may second the proposal of eligible member's candidature, provided their names are included in the list of eligible voters. Such proposal shall be made in writing to the Returning Officer. No candidate shall offer himself for more than one seat /office.
- c) The Managing Committee after due consideration shall appoint any person other than the contesting candidates, preferably a Member of

the Federation as Returning Officer and his consent will be obtained in writing.

- d) It shall be the duty of the Returning Officer to conduct the election in accordance with the rules and the bye-laws framed in this regard by the Managing Committee and it shall be the duty of the Hon. Secretary to make all such arrangements as are required for the conduct of the election.

The detailed by-laws will be displayed on the website of the Federation.

- e) The election of the members of the Managing Committee shall be taken by means of ballot.
- f) The election shall take place during such hours and on such day as shall be fixed by the Returning Officer but prior to the date of Annual General Meeting.
- g) The Returning Officer may, in consultation with the Honorary Secretary of the Federation, appoint such number of polling staff as he deems necessary for the purpose of supervision over the election, scrutiny and counting of votes or any or all such functions of the election.
- h) The counting of votes shall be done as soon as possible after the closure of poll under the supervision of Returning Officer.
- i) The decision of the Returning Officer in all matters relating to the election including disputes in regard to validity of voting paper or votes or procedure in conducting the election shall be final.
- j) The thirteen members in the descending order of votes polled be declared as elected to the Managing Committee. In the event of equality of votes, the election shall be decided by draw of lots to be arranged by the Returning Officer in the presence of the candidates concerned.
- k) Immediately after counting of votes, the Returning Officer shall notify the result of each election to the Secretary in the prescribed form under his signature and there upon the President shall announce the result at the Annual General Meeting. The result of the election shall also be posted on the notice board of the Federation in the prescribed form.
- l) The Rules mentioned above and the rules framed by the Managing Committee in regard to election together shall form rules of election and be read together.
- m) Any Member of MCF who has served for 3 terms, consecutively or otherwise, wholly or partly, as an elected Member of the Managing Committee in the past or present, will not be eligible for contesting the election of the Managing Committee at any time in the future.
- n) Statement of Intent, Propaganda and Canvassing:
The eligible candidates shall furnish his / her statement of intent in one A4 size page containing following details to the Returning Officer.
 - 1) Name in Full :
 - 2) Qualifications:
 - 3) Business / Profession / Service details & Address thereof:
 - 4) Contact Nos. and E-mail ID.
 - 5) MCF Membership Number.
 - 6) Date of Joining MCF.

- 7) Details of other Institution where I am involved (if any).
 - 8) Photograph.
- The same will be put up on website of the Federation.

5. POWERS DELEGATED TO COMMITTEE OF OFFICE BEARERS:

The Managing Committee vested with powers under Rule 3A from time to time may delegate its powers to the Committee of Office Bearers by passing necessary resolution in the Managing Committee.

6. FUNCTIONS OF OFFICE BEARERS:

a) The Federation shall have the following Office Bearers elected from the members of the Managing Committee :-

- | | | |
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| 1. | Hon. President | 1 |
| 2. | Hon. Vice-President | 1 |
| 3. | Hon. Secretary | 1 |
| 4. | Hon. Jt. Secretary | 1 |
| 5. | Hon. Jt. Secretary (Sports) | 1 |
| 6. | Hon. Treasurer | 1 |
| 7. | Hon. Jt. Treasurer | 1 |

b) The powers and duties of above mentioned Office Bearers shall be decided by Committee of Office Bearers as powers vested in them as mentioned under Rule 5.

c) The Managing Committee shall select / elect the Office-Bearers only from the elected Members of the Managing Committee. Co-opted Members are not eligible to hold any Office-Bearer's post in the Managing Committee.

7. MEMBERS' MEETINGS :

A. ANNUAL GENERAL MEETINGS:

1. The Annual General Meeting of the Federation shall be held every year within six months from the close of accounting year of the Federation at the Registered Office or at any other place as decided by Managing Committee.

The first accounting year of the Federation will end on 31st March, 1989 and thereafter on every 31st March.

2. The following business will be transacted at the Annual General Meeting.

a) To confirm the minutes of the previous Annual General Meeting.

b) To receive and adopt the Managing Committee's Annual Report and Audited Statement of Accounts of the Federation for the past year ending on 31st March.

- c) To declare results of election of the Managing Committee as and when held.
- d) To appoint an Auditor and fix his remuneration.
- e) To decide any matter which may be referred to it by the Managing Committee and placed on the Agenda.
- f) To decide upon any resolution of which notice is given to the Honorary Secretary at least 7 days before the date fixed for the Annual General Meeting.

Such a General Meeting shall be called the Annual General Meeting and all other General Meetings shall be called Extra Ordinary General Meeting.

- 3. Twenty-one days' notice shall be given to all members for all Annual General Meetings. Notices of the Annual General Meeting shall be deemed duly served if from the books of the Federation it appears that the same have been posted/hand delivered.
- 4. No business shall be transacted at any Annual General Meeting unless a quorum of members present at the time when the meeting proceeds to business save as herein otherwise provided. 25 Members present in person shall be quorum.
- 5.
 - a) The President of the Managing Committee shall preside as Chairman at every Annual General Meeting of the Federation.
 - b) If the President and the Vice-President are not willing or not present within 15 minutes after the time appointed for holding meeting, the Managing Committee members present there shall elect one of their members to be Chairman of the meeting.
 - c) If no member of Managing Committee is willing to act as Chairman, the members present shall choose one of the members to be Chairman of the Meeting.
- 6. If quorum is not present within half an hour, the meeting may be adjourned for half an hour, and then members present shall constitute the quorum.
- 7. The Chairman may with the consent of members present adjourn the meeting from time to time and from place to place.
- 8. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

B. EXTRA ORDINARY GENERAL MEETINGS:

- 1) All General Meetings other than Annual General Meetings shall be called by the Managing Committee either on its own initiative or on the strength of a requisition to call such a meeting signed by at least 100 members or one-third number of members of the Federation, whichever is less. All General Meetings, other than the Annual General Meeting shall only transact the specified business for which the said meetings were expressly convened. If the meeting is called by the requisitionists, the quorum for such meeting shall be 100 Members present.
- 2) The requisition shall set out the matters for the consideration of which the meeting is to be called, shall be signed by the requisitionists and shall be deposited at the Registered Office of the Federation.
- 3) The requisition may consist of several documents in like form, each signed by one or more requisitionists.
- 4) If the Managing Committee does not, within 30 days from the date of the deposit of a valid requisition in regard to any matters, proceed duly to call a meeting for the consideration of those matters on a day later than 45 days from the date of deposit of the requisition, the meeting may be called by the requisitionists themselves.
- 5) A meeting called under clause (4) by the requisitionists or any one of them
 - a) Shall be called in the same manner, as early as possible, as that in which meetings are to be called by the Managing Committee but
 - b) Shall not be held after the expiration of 90 days from the date of the deposit of the requisition.
- 6) Every question except matters relating to winding up or dissolution at any meeting shall be decided by a majority of votes of the members present and voting on that question. In case of an equal division of votes, the Chairman shall have second or casting vote. No member who is indebted to the Federation in respect of any dues payable by him shall after being called upon to pay and failing to pay within a week be entitled to vote at any meeting.
- 7) 10 days notice shall be given to all members of the Federation.
- 8) a) If within half an hour from the appointed time for the meeting, there is no quorum, the meeting, if called by the Managing Committee, shall stand adjourned for half an hour, and thereafter at such adjourned meeting the business of the original meeting shall be disposed of, whether or not there is quorum.

- b) If within half an hour from the appointed time for the meeting, there is no quorum present, the meeting, if called by the Requisitionists, shall stand cancelled.

8. FUNDS & INVESTMENTS:

All the funds of the Federation shall be kept in a nationalized Bank or Banks approved by the Managing Committee in the name of the Federation. All the transactions with Bank shall be signed by the Hon. Treasurer jointly with either the President or the Hon. Secretary. Investments of extra funds of the Federation shall be in the pattern approved by Bombay Public Trust Act, 1950 and under relevant provisions of Income-Tax Act, 1961, as amended from time to time.

9. APPOINTMENT OF ADUTIROS:

- 1) The Federation shall, at each Annual General Meeting, appoint an Auditor or Auditors to hold office from the conclusion of that meeting until the conclusion of the next Annual General Meeting and shall within 7 days of the appointment give intimation thereof to every Auditor/s so appointed.
- 2) The Managing Committee may fill any casual vacancy in the office of the Auditor and such Auditor shall hold office until the conclusion of the next Annual General Meeting.
- 3) The Auditors shall have access at all times to the Books of Accounts and Bank Books of the Federation provided due notice of at least 3 days is given by them to the Honorary Secretary.

10. SWIMMING POOL-CUM-SPORTS COMPLEX MEMBERSHIP:

A. The Swimming Pool-cum-Sports Complex shall consist of the following classes of Members :-

- i) Patron Members
- ii) Life Members
- iii) Honorary Members
- iv) Corporate Members
- v) Annual Members
- vi) Sports Members
- vii) Temporary Members
- viii) Associate Members
- ix) Senior Citizen Membership
- x) Individual Membership

I. PATRON MEMBERS:

A person above the age of 18 yrs. may be enrolled as Patron Member on a minimum payment of Rs.2,00,000/-* (Rupees Two Lakh only) or any enhanced amount as may be decided by the Managing Committee from time to time and shall also pay

entrance fee as decided by the Managing Committee from time to time.

* The Managing Committee in the Meeting held on 05/02/2012 has revised the amount of donation from Rs. 1,25,000/- to Rs. 2,00,000/- with effect from 01/04/2012.

II LIFE MEMBERS:

A person above the age of 18 years may be enrolled as Life Member on payment of Rs. 1,50,000/-* (Rupees One Lakh Fifty Thousand only) or the amount as may be decided by the Managing Committee from time to time and shall also pay entrance fee, yearly subscription fees, as decided by the Managing Committee from time to time.

A Life Member may apply to become a Patron Member on payment of prevailing Patron Membership Fee after adjusting the fee already paid for becoming Life Member. On becoming a Patron Member, the name of concerned Life Member will be struck off from the Life Members' record.

* The Managing Committee in its Meeting held on 05/02/2012 has revised the amount of Rs. 80,000/- to Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) with effect from 01/04/2012.

III HONORARY MEMBERS:

The Managing Committee are empowered to invite persons of distinctions to become Honorary Members of Swimming Pool-cum-Sports Complex on the terms and for the period as may be decided by the Managing Committee.

IV CORPORATE MEMBERS:

a) Any Company/Firm/Corporate Body/Institution may be enrolled as a Corporate Member on payment of minimum Rs.2,00,000/- * (Rupees Two Lakh only) or the amount that may be decided by the Managing Committee from time to time per nominee and such membership shall cease on the expiry of ten years from the date of admission. During the subsistence of the Corporate Membership, the Corporate Body can change nominees not more than five times. The Corporate Membership and rights of corporate nominee or nominees shall be as per bye-laws framed for the purpose by the Managing Committee.

* The Managing Committee In the Meeting held on 05/02/2012 has revised the amount of payment from Rs.

1,25,000/- to Rs. 2,00,000/- with effect from 01/04/2012.

- b) The Managing Committee is empowered to enroll as member any Company/Firm/Corporate Body or any of their Directors/Partners/Officials to be nominated by them, on consideration of such bodies having rendered or are expected to render valuable assistance to the Federation in furtherance of its objectives with or without charging any fees. Provided further that such nominated membership shall not exceed an overall total of 50 persons under this category. The powers to specify the terms and conditions for membership under this category or to vary such conditions from time to time shall rest with the Managing Committee.

V. ANNUAL MEMBERS:

A person may be enrolled as an Annual Member on payment of Entrance Fee of Rs.6,000/- (Rupees Six Thousand only) or amount as may be decided by the Managing Committee from time to time, which is non-refundable and after enrolment as an Annual Member, he/she shall also deposit Rs.2,000/- (Rupees Two Thousand Only) which shall be adjusted against any money/ies due to the MCF Swimming Pool-cum-Sports Complex at the time of resignation or termination of Membership and also pay Yearly Subscription of Rs. 7,000/- (Rupees Seven Thousand only) or amount as may be decided by the Managing Committee from time to time.

Resolved further that age-limit prescribed in the rule existing before this amendment be considered as not there and Ordinary Member be termed as Annual Member ab-initio.

VI SPORTS MEMBERS:

The Managing Committee may at their absolute discretion invite any Sportsperson to become a MCF Sports Member for such period not exceeding one year at a time, as the Managing Committee may fix for the purpose of representing the Swimming Pool-cum-Sports Complex in any games or sports. Such Sports Members shall not be required to pay entrance fee, deposit and membership subscriptions.

VII TEMPORARY MEMBERS:

Any person may be admitted for a period of thirty days by the Honorary Secretary on being introduced by a Patron/Life Member of MCF Swimming Pool-cum-Sports Complex who signs the application form provided for the purpose and shall be responsible for any debt or cost of damage that may become

payable to the MCF Swimming Pool-cum-Sports Complex by such Temporary Member. Temporary Membership shall not extend beyond 180 days in a financial year. Temporary Membership shall be exempt from payment of Entrance Fee. Temporary Member shall pay refundable deposit of Rs.2,000/- (Rupees One Thousand Only) and in advance a subscription of 20% of prevailing Annual Subscription fee for thirty days or part thereof or amount as may be decided by the Managing Committee from time to time.

VIII. ASSOCIATE MEMBERS:

a: REGISTERED CHILD/CHILDREN:

- i) Any two registered children of Life Member/Patron Member on attaining age of 18 years and on making application can become Associate Member or alternatively may apply directly for Life membership / Patron Membership.
- ii) The right to seek Associate Membership is valid for a period of 6 months only after 18 years of age. The Members ceases to exercise the right of seeking Associate Membership after the lapse of this period of 6 months. However he still retains the right to seek Life Membership / Patron Membership after 6 months has elapsed till attaining the age of 25 years.
- iii) During the subsistence of Associate Membership he is eligible for making application for Life Membership.
- iv) Associate Member shall have no voting right and shall enjoy benefits for self only.
- v) Associate Member shall pay 25% of 30% of prevailing Life Membership / Patron Membership Fee fixed for Associate Member.
He / She is also liable to pay Entrance Fee and Yearly Subscription of equivalent amount payable by Life Member / Patron Member.
- vi) In the event of an Associate Members desirous of seeking Life Membership / Patron Membership during the subsistence of his / her status as an Associate Member, he / she has to pay the remaining 75% of 30% of the prevailing Life Membership / Patron Membership fee to attain the status of a Life Member / Patron Member.
- vii) The Life Membership Fee payable by those eligible under this category will be 30% of prevailing rate of Life Membership / Patron Membership as per Rule 10 (A) (I) & (II).

b: OTHER THAN REGISTERED CHILD/CHILDREN:

- i) Children other than two allowable Registered Child of Patron Members/Life Members who are below the age of 18 years, can become additional Registered Child/Children on payment of Rs.*18,750/- if the child is below 10 years of age and Rs.*14,000/- if the child is between 10 and 18 years of age or at any enhanced fee as decided by the Managing Committee from time to time.

* The Managing Committee in its Meeting held on 24/03/2012 has revised the amount of Rs. 10,000/- to Rs. 18,750/- and Rs. 7,500/- to Rs. 14,000/- with effect from 01/04/2012.

- ii) All the rules applicable to original two allowable Registered Child/Children will be applicable to the above additional Registered Child/Children.

- iii) Any major child of a Patron/Life Member upto the age of 25 years can opt for Associate Membership on payment of Rs.*9,500/- along with the fee payable by an Associate Member or Life Membership on payment of Rs.*9,500/- along with the Life Membership Fee fixed for Associate Member.

* The Managing Committee in its Meeting held on 24/03/2012 has revised the amount of Rs. 5,000/- to Rs. 9,500/- with effect from 01/04/2012.

IX. SENIOR CITIZEN MEMBERSHIP:

- i) Senior Citizen are eligible of seeking Membership in this category after attaining the age of 60 years.
- ii) There are two sub-categories in this Membership namely a) Single Membership b) Couple Membership.
- iii) In a Couple Memberships it is mandatory for either the husband or the wife to have attained the age of 60 years and the age of the spouse should not be less than 50 years.
- iv) The rate of Single Membership will be 40% of the prevailing Life Membership Fee. The rate of Couple Membership will be 50% of prevailing Life Membership Fee.
- v) Members in this category are not eligible to vote or contest the Managing Committee election.

X. INDIVIDUAL MEMBERSHIP:

- i) Any individual person between the age of 18 to 60 years can seek Membership under this category.
- ii) All right & privileges under this Membership will be available to the individual card holder only.
- iii) The rate for Individual Membership is 75% of the prevailing Life Membership Fee.
- iv) Members in this category are eligible to vote and contest the Managing Committee election.
- v) This Membership is not transferable under any circumstances, not event to any of his / her family Member.
- vi) The Individual Member is eligible for family Life / Patron Membership on payment of remaining balance percentage of prevailing Life Membership / Patron Membership fee in the year, in which he / she apply for Membership.

B. GENERAL TERMS:

- 1) Only the Spouse and two children below 18 years of age of every Patron Member, Life Member, Honorary Member, Corporate Member and Sports Member are eligible to enter the MCF Swimming Pool-cum-Sports Complex, for use of Swimming Pool and other activities on the terms and conditions as shall be fixed by the Managing Committee from time to time.
- 2) With regard to conduct or behaviour of a Member, Spouse or Registered Children in the MCF Swimming Pool-cum-Sports Complex, either on receiving complaint from a Member or on the initiative of the administration, the Hon. Secretary is empowered to demand explanations/clarifications from the concerned Member and on being not satisfied with the explanations/clarifications shall report the matter to the Managing Committee for its consideration. The Managing Committee can deny the facilities to the concerned Member for any specified length of time. Any damage to MCF Swimming Pool-cum-Sports Complex property resulting from the action of the concerned Member shall be made good by the concerned Member.
- 3) Only Spouse of deceased Patron/Life Members shall continue to be entitled to the above facilities during his/her life time, with voting and other rights.
- 4) Only Spouse of the deceased Annual Member who was a Member for five years or more will be entitled to become Annual Member provided he/she applies for membership within six months from the death of the member and provided

that his/her application is approved by the Managing Committee. He/she will have to pay only deposit and annual subscription fees.

- 5) The Spouse of deceased Patron/Life Member can become a Patron Member/Life Member as the case may be on making an application to that effect. On admission of the Spouse, the name of the original Patron Member/Life Member shall be struck off from the record.

C. APPROVAL OF MEMBERSHIP:

- a) 5 Members of the Managing Committee consisting of two Office-Bearers and 3 Committee Members shall scrutinize all applications for the above types of membership and shall put before the Managing Committee with their recommendations for their approval and admission. The Hon. Secretary shall act as the Convener of the Committee.
- b) Any Member of the Managing Committee shall scrutinize all applications for Annual Membership for approval and admission.

D. TERMINATION OF MEMBERSHIP OF MCF SWIMMING POOL-CUM-SPORTS COMPLEX:

- a) On his/her resignation
- b) On his/her expulsion from the MCF Swimming Pool-cum-Sports Complex
- c) On his/her being struck off the Rolls of the MCF Swimming Pool-cum-Sports Complex.
- d) On his/her conviction by a Competent Tribunal of any offence involving in the opinion of the Committee moral turpitude.
- e) On his/her possessing communicable disease

11. All Members of the Federation & Sports Complex shall be bound by the Rules, Regulations, decisions and Bye-Laws which may be made by the General Meeting or the Managing Committee from time to time pursuant to the powers vested in each by the Constitution of the Federation."
12. No Member shall hold any employment in the Federation /Sports Complex and also no Member of the Managing Committee shall hold post of interest/profit in the Federation/Sports Complex during the tenure of the Membership of the Managing Committee.
13. All Members shall be liable to pay to the organisation such annual fee and other fee or levy as may be decided by the Managing Committee from time to time."
14. The Managing Committee is competent to insure and keep insured, if deemed expedient, all or any buildings, articles or other properties of the Federation.

15. Powers are vested in the Managing Committee pursuant to the Rules & Regulations and Constitution of the Federation, to execute all deeds, agreements, contracts, receipts and other documents that may be necessary and expedient for the purpose of the Federation, duly ratified at the General Body.
16. Any issue decided at a General Meeting shall not be re-opened by any subsequent meetings until after expiration of 6 months.
17. To furtherance of the objects of the Federation and Sports Complex, the Managing Committee will be authorised and empowered to purchase and/or acquire land and/or building and / or land together with the building standing thereon by way of any suitable agreements and / or contracts either on ownership basis and / or by way of lease or gift or otherwise and to undertake construction activities and to develop the same as the Managing Committee may deem fit and proper for any period and upon such terms and conditions in the interest of the Federation but the same shall be always subject to prior approval by the General Body Meeting of the Members.
18. Notwithstanding anything stated anywhere and restrictions imposed in Memorandum and Rules & Regulations as amended from time to time of MANDPESHWAR CIVIC FEDERATION, the Managing Committee is hereby authorised and empowered to undertake such activities in consonance with the object of the M.C.F. which includes creation of additional facilities, improvement of any existing facilities, additions and alterations in the existing buildings and shifting of any existing facilities with or without modifications, improvement of the Sports Complex by altering, adding, expanding, extending, introducing new concept, executing infrastructure work in the existing buildings on the land on which Sports Complex exist. The Managing Committee is further empowered to decide, resolve, undertake, execute, enforce with all its intent and purpose and thus the Managing Committee by two-third majority is entitled to sanction the budget and use the budgeted fund for the same without considering any restrictive covenants incorporated, inscribed and averred in the Memorandum and Rules & Regulations as amended up-to- date.
19. To commence, institute, prosecute and defend all such actions and suits as the Managing Committee may deem necessary and expedient on behalf of the Federation/Sports Complex and to submit to Arbitration the same actions and suits and any other claims and disputes as the Managing Committee in its discretion may think fit.
20. To associate, affiliate or have reciprocal arrangements with other clubs or such other bodies on such terms and conditions as the Managing Committee may deem fit.
21. To close the MCF Sports Complex for not more than 2 days for any special reasons, if and when the Managing Committee

find it advisable and the President or Honorary Secretary shall have such right to do so.

22. The President, Trustees, Committee Members, Secretary, Controller and other Officers of the MCF Sports Complex shall be indemnified by the Federation/Sports Complex against any or all such proceedings, actions, claims, demands, expenses and liabilities and to pay all costs, losses and expenses which he may incur or become liable to by reason of any act or thing done by him in any way in bonafide discharge of his duties and not for negligence and acts of malafide intentions, on behalf of Federation/Sports Complex.

23. The Managing Committee has to obtain sanction from General Body before initiating legal or criminal proceedings against actions of omission and commission by any Member or all preceding / present Managing Committee Members.

24. MCF Members would be eligible to vote only after their Membership is duly ratified by the Annual General Meeting following their date of enrolment.

25. MCF Members would be eligible to contest the election of the Members of Managing Committee after completing 5 years from their date of enrolment.

26. **TRANSPARENCY:**

Procurement process for goods and services shall be by open quotation process for each project / services below Rs. 25 Lakhs. Procurement process for goods and services shall be by open tender process for each project / services amounting to Rs. 25 Lakhs and above.

27. **INTERPRETATION:**

Any dispute arising out of the interpretation of this Memorandum of Association and Rules and Regulations shall be referred to the Managing Committee, whose decision shall be final and binding upon the members.

28. **CHANGE IN THE NAME OR OBJECT:**

If a change is desired either in the name or object of the Federation, procedure laid down in Section 12 or 12A of the Societies Registration Act, 1860 shall be followed.

29. **ALTERATION AND ADDITION IN THE RULES & REGULATIONS:**

a) The amendment and alterations of these Regulations shall be made by a Special Resolution of the Members of the Federation in an Extra-Ordinary General Meeting at which the proposed amendment is properly placed upon the agenda, such resolution having been carried with three-fifths majority of those present or 50 members, whichever is less.

- b) Every such amendment shall be subject to ratification and approval by the Managing Committee of the Federation and if required by law, the Registrar of Societies and shall not be effective until such ratification and approval have been given.

30. DISSOLUTION:

- 1) If it becomes necessary to dissolve the Federation, then the Managing Committee shall call Extra Ordinary General Meeting and shall take decision by at least two third numbers of total members of the Federation.
- 2) The Federation's assets shall be transferred to some other registered society having the same object/objects similar to the Federation in pursuant to Section 13 and Section 14 of the Societies Registration Act, 1860.