

RULES & REGULATIONS

Name: Name of the Society shall be "MET VETERANS ASSOCIATION".

Address : 3rd Floor, H Block, Commercial Complex, Vaishali Arcade, Palam Vihar, Gurugram, Haryana - 122 017

1. Definitions

- (a) "Association" means the "MET VETERANS ASSOCIATION", which shall be a registered society and subsequently referred to as "Association" in these articles.
- (b) "MET Veterans" means "Retired Officers of Metrological Branch of Indian Air Force ('IAF')".
- (c) "General Body" means the General Body of the Association.
- (d) "Executive Committee" means the Executive Committee of the Association.
- (e) "Member" means a person as defined in Para 2.
- (f) Registered Office: The office of the Society shall remain in the State of Haryana and at present is at 3rd Floor, H Block, Commercial Complex, Vaishali Arcade, Palam Vihar, Gurugram Haryana – 122 017

2. Membership

2.1 The membership of the Society is open to any person (An individual completing the age of 21 Years, mentally sound as well as competent to contract under Indian Contract Act, 1872 shall be eligible to become member of the society.), as defined below, fulfilling the terms & conditions of the Association without discrimination of religion, caste, colour or creed but subject to the approval of the Executive Committee. If the membership is refused to a certain person or persons, the reason for refusal shall be communicated to the person concerned:

- (a) **Regular Members:** All Retired Officers of Metrological Branch of Indian Air Force who have paid the membership fee.
- (b) **Honorary Members:**
 - (i) Meteorological professionals, who have Served/Serving at any Meteorological institutions (Govt or Private)
 - (ii) Eminent persons who have contributed immensely or have keen interest for the development of the Association and Metrological profession.
- (c) **Associate Members:** All Serving Officers of Metrological Branch of Indian Air Force who have paid the membership fee.



President



Vice President



Secretary



Treasurer

2.2 Patrons

Senior most Retired Assistant Chief of Air Staff (Meteorology)

Ex-officio Head of Meteorological Branch of IAF shall be Patron of Association.

3. Subscription

3.1 The rates of subscription fee shall be decided by the Executive Committee.

3.2 The subscription fee for the membership of the Association shall be as given below:

- (a) Life Membership Fee : Rs. 5000.00
- (b) Annual Membership Fee : Rs. 1000.00

3.3 Any other charges to be levied on to members shall be approved by the General Body.

3.4 The membership fee shall be charged by the Association at the time of application for membership.

3.5 Honorary members shall not pay any subscription fee except as mentioned in Para 2.1 (b) (i).

4. Termination of Membership

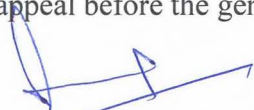
The Executive Committee shall have the power to expel a member from the Association on satisfaction of any one of the following terms & conditions:

- (a) On his/her death or insanity.
- (b) Non-payment of Annual Subscription continuously for five years.
- (c) On his/her written resignation.
- (d) On his/her conviction by a court for any offence involving moral turpitude.

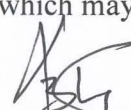
The reasons for expulsion shall be communicated to every member. Every such expelled member shall have a right to appeal before the general body which may or may not be accepted.



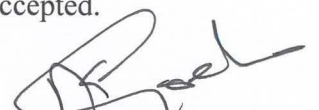
President



Vice President



Secretary



Treasurer

5. Appeals

All the appeals, in relation to disputes arising out of or in connection with the **MET VETERANS ASSOCIATION**, should be referred to the Executive Committee. The decision of the Executive Committee shall be final and conclusive. The reasons for rejection shall be communicated to the person concerned.

6. Re-admission

A member, whose name has been removed from the register of members solely on account of subscription and other dues, shall be allowed to be readmitted on paying all such dues to the Association. However, the decision of the Executive Committee in this regard, shall be final.

7. General Body

7.1 Composition

There shall be a General Body of the Association consisting of all members.

7.2 Meetings & Quorum

- (a) The General Body of the Association shall hold General Body Meeting at least once a year; 40%, 25%, 15% shall be as per HRRS Act 2012 amended act 2013.
- (b) A notice of clear 21 days convening an Annual General Meeting shall be given to the members. The quorum in the General Body meeting shall be at least 1/3rd of total members of the society/ Association. No quorum shall be required in the adjourned meeting.
- (c) The Secretary shall upon being requested in writing by the Executive Committee or by at least 3/5th of members of the Association, call an Extraordinary General Meeting (EGM) for which at least 15 days notice along with agenda shall be circulated to all the members.

7.3 Functions

The following business programs shall be transacted in these meetings:

- (a) To set guidelines for the Executive Committee so as to achieve the aims and objectives of the Association.


President


Vice President


Secretary


Treasurer

- (b) To consider and adopt the Annual Report and Audited Accounts of the Association.
- (c) To honour the distinguished MET Veterans.
- (d) To elect office bearers of the Executive Committee.
- (e) To pass the Annual Budget of the Association.
- (f) To approve the appointment of Auditors who will annually inspect/ audit the accounts of the Association.
- (g) To transact any other business with the permission of the President in Chair.
- (h) All the resolutions put to vote at the General Body shall be decided by a majority vote (each member shall have one vote) by a show of hands. In case of equality of vote, the President in Chair shall have the casting vote.
- (i) Honorary members shall not have voting rights in the General Body.

8. **Executive Committee**

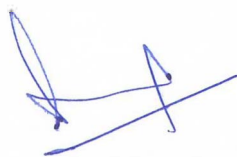
8.1 **Composition**

There shall be an Executive Committee to manage the affairs of the Association. The Executive Committee shall consist of, minimum 7 members and maximum 15 members, as per following composition:

- (a) President – One
- (b) Vice President – One
- (c) Secretary – One
- (d) Treasurer – One
- (e) Members – Three



President



Vice President



Secretary



Treasurer

8.2 Election of Office Bearers of the Executive Committee

- (a) All office bearers of the Executive Committee shall be elected from amongst the regular members of the Association.
- (b) In the eventuality of any seat left vacant, the Executive Committee shall have the power to co-opt members to fill the vacancies.
- (c) The procedure for election of the office bearers of the Association shall be as given below:
 - (i) President, Vice President, Secretary, Treasurer and Members of the Executive Committee shall be elected in the Annual General Body Meeting through simple majority of votes.
 - (ii) A notice of the General Body Meeting for the purpose of election may be served through ordinary post, newspaper advertisement or through electronic-mode.
 - (iii) Elections shall be conducted by the Returning Officer, appointed 30 days in advance, by the outgoing Executive Committee.
 - (iv) Every Member (Except Honorary Members) shall have right to vote.
 - (v) Executive Committee shall lay down the detailed guidelines for election.

8.3 Tenure

Normally elected office bearer shall hold office for three years.

8.4 Meetings & Quorum

- (a) The Executive Committee will meet ordinarily every quarter, but the Secretary with the permission of President, can call an emergent meeting at any time.
- (b) A notice of five days shall ordinarily be given to members for convening an emergent meeting.
- (c) The quorum for the Executive Committee meeting will be at least Three (03).
- (d) The maximum strength of Executive Committee shall be Fifteen.


President


Vice President


Secretary


Treasurer

8.5 Functions

- (a) The Executive Committee shall have all the powers with regard to management and promotion of objectives of the Association according to directives, if any, of the General Body.
- (b) The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of tie, the President shall have the casting vote.
- (c) The Executive Committee shall take necessary steps for the implementation of the programmes and policies drawn by the general body.
- (d) The Executive Committee shall pass necessary to meet the day-to-day requirements of the society.
- (e) The Executive Committee shall take all such other steps which may appear beneficials for the smooth and better management of the Association.

9. Responsibilities and Duties of the Office Bearers

9.1 President

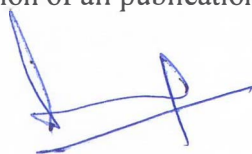
The President shall preside over all Executive Committee and General Body meetings. He/ She shall have all the powers for the management and promotion of the objectives of the Association. In case of equality of votes in any meeting he shall tender his casting vote. He shall supervise the work of other office bearers from time to time. The Vice President shall preside over Executive Committee meetings in the absence of the President.

9.2 Secretary

- (a) The Secretary along with Treasurer shall jointly operate the funds/Bank Account of the Association subject to general approval of the Executive Committee.
- (b) The Secretary shall be responsible for the maintenance of the records of the Association.
- (c) The Secretary shall attend to all the activities as approved by the Executive Committee.
- (d) The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications and souvenirs of the Association.



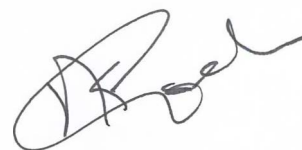
President



Vice President



Secretary



Treasurer

- (f) The Secretary shall represent the Association in all public and private offices.
- (g) The Secretary shall convene the meeting of general body and shall inform every member regarding day, date, time and place of the meeting.

9.3 **Treasurer**

- (a) The Treasurer shall collect subscriptions, gifts, grant-in-aid and donations from the members and general public. The Treasurer shall also manage revenue and expenditure accounts of the Association.
- (b) The Treasurer shall operate Bank Account of the Association.
- (c) The Treasurer shall prepare reports and returns of income and expenditure for Quarterly approval of Executive Committee and Annual Approval of General Body.

9.4 **Members**

The members shall act and on the advise the Executive Committee for the furtherance of aims and objectives of the Association.

10. **Amendments**

Subject to the procedures laid down in Section 12 and Section 12A of the Societies Registration Act, 1860, any provision in the Memorandum of Association (MOA) and Rules & Regulations can be amended by a simple majority of those members present and voting in General Body Meeting. The proposal to amendment shall be at the instance of the Executive Committee or signed requisition by at least 25% of members registered in the list of Association.

11. **Finances and Accounts**

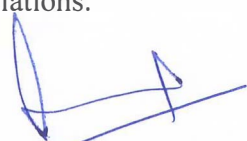
11.1 **Sources of Funds**

The Association shall raise funds for pursuing the objectives of the Association through:

- (a) Subscription & donation from the members.
- (b) Donations and Gifts.
- (c) Aid from governments, semi government, charitable trusts, institutional and associations.



President



Vice President



Secretary



Treasurer

- (d) Aid or donation or gifts from foreign charitable agencies through any other approved and authorized organizations.
- (e) Any other source approved by the Executive Committee.

11.2 Financial Year

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

11.3 Audit

The accounts of the Association shall be audited once a year by an Independent Chartered Accountant appointed by the Governing Body.

11.4 Management of Funds

- (a) The Association shall open a bank account and all the income of the Association shall be deposited in the designated scheduled bank.
- (b) The bank account of the society shall be operated by the Secretary and Treasurer jointly.
- (c) Accounts of Association shall be maintained by the Treasurer.
- (d) All income & expenses shall be approved by Executive Committee.

12. Suit and Proceedings by and against the Association

- 12.1 The Association may sue or be sued in the name of Secretary.
- 12.2 No suits or proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.
- 12.3 Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the persons or the property of the any office bearer.
- 12.4 No member of the Association may be sued or prosecuted by the Association except for any injury, loss or damage, detention or destruction of any property of the Association.


President


Vice President


Secretary


Treasurer

13. **Records of the Association**

13.1 Following records shall be maintained in the office of the Association:

- (a) Membership Register.
- (b) Minutes of the Executive Committee Meetings.
- (c) Minutes of the General Body Meetings.
- (d) Stock Register of Property of the Association.
- (e) Cash Book and Ledger.
- (f) Receipts and vouchers.
- (g) All publications, reports and souvenirs of the Association.
- (h) All documents as required by law under Societies Registration Act, 1860.
- (i) Any other relevant record.

13.2 These records shall include details of all sums of money received and the sources thereof, and all the sums of money spent along with its purpose.

13.3 Every member of the General Body shall have the right of inspection of records of the Association during the office hours.

14. **Miscellaneous**

14.1 No member of the Executive Committee of the Association shall be appointed to any salaried post of the Association, or any office of profit of the Association and that no remuneration or fees shall be paid by the Association to any member of the Executive Committee, except repayment of out of pocket expenses incurred for and on behalf of the Association.

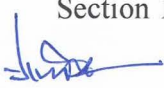
14.2 After Registration of the Association, the Executive Committee will hold a General Body meeting for fresh elections of Executive Committee within one year. In this all office bearers shall be elected by General Body.

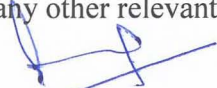
15. **Annual List of Governing Body**

Once in every year a list of the office bearers of the Executive Committee shall be filed with the concerned Registrar of the Society, Haryana as required Under Section 4 of the Societies Registration Act, 1860.

16. **Dissolution of Association**

16.1 The dissolution of the Association shall be carried out as per provisions of Section 13, Section 14 or any other relevant provisions of the Societies Regulation Act XXI of 1860.


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Treasurer

- 16.2 Any number not less than one thirds of the members of the Association may determine that the Association shall be dissolved by voting in General Body meeting.
- 16.3 On dissolution of the Association, any property or assets whatsoever remaining after the satisfaction of the debts and liabilities of the Association, shall vest with the regular members equally.

17. **Application of the Act**

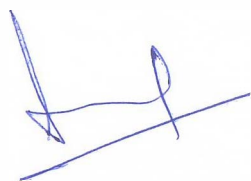
All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the State of Haryana, shall apply to this Association.

ESSENTIAL CERTIFICATE

CERTIFIED THAT THIS IS CORRECT COPY OF THE RULES AND REGULATIONS OF THE ASSOCIATION.



PRESIDENT



VICE PRESIDENT



SECRETARY



TREASURER