

# **INDIAN INSTITUTE OF SCIENCE PENSIONERS' ASSOCIATION**

**Registered under the Karnataka Societies' Registration Act 1960**

**[Regn. No. 560 /80-81]**

## **MEMORANDUM OF ASSOCIATION**

***[As amended and approved at the Special General Body meeting held in October 2001]***

***and***

## **RULES & REGULATIONS [BYE LAWS]**

***[As amended and approved at the Special General Body meeting held in October 2016]***

**October 2017**

# INDIAN INSTITUTE OF SCIENCE PENSIONERS' ASSOCIATION, BANGALORE 560012

[Regn. No. 560/80-81]

## MEMORANDUM OF ASSOCIATION

*(As amended and approved at the Special General Body meeting held in October 2001)*

**1. NAME:**

- 1.1 The name of the Association shall be INDIAN INSTITUTE OF SCIENCE PENSIONERS' ASSOCIATION, BANGALORE.

**2. REGISTERED OFFICE:**

- 2.1 The Registered Office of the Society shall be situated in Bangalore in the State of Karnataka and for the time being at the Indian Institute of Science, PO Science Institute, Bangalore 560012.

**3. OBJECTIVES:**

- 3.1 For the upliftment of pensioners in general in the cultural, financial, educational and social fields.
- 3.2 To establish and maintain a library and/or reading room and stock it with material of interest to the members.
- 3.3 To take up matters with the appropriate authorities on prompt and early disbursement of any benefit due to pensioners as and when notified by the Government of India.
- 3.4 To take all steps necessary for the medical treatment, welfare and advancement of pensioners in the areas of health, economic, education, social and cultural.
- 3.5 To cooperate and work jointly with other similar Associations of India, with a view to conducting socio-economic survey relating to the life, health, economic condition and other benefits and facilities enjoyed by the pensioners.
- 3.6 To publish a bulletin containing information useful and interesting to pensioners, incorporating all Government Orders relating to Pension, Dearness Relief, Gratuity etc, issued from time to time.
- 3.7 To raise funds by way of membership, subscription, donation, endowment from philanthropic persons and charitable institutions for the purpose of fulfilling the objectives of the Association.
- 3.8 To take on lease or hire or otherwise acquire any movable or immovable property and any right or privileges, necessary for the convenient functioning of the Association.
- 3.9 To set up a fund called "Pensioners' Benevolent Fund" to render financial help subject to such limitations and conditions as may be laid down by the Association from time to time, (a) for the higher education of pensioners' children, (b) to meet medical expenses of members/ dependents in real distress. (c) to extend financial help at the time of marriage



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of dependent daughters of pensioner and (d) on the death of a pensioner, to make available an approved amount to the bereaved family.

- 3.10 To organize and conduct lectures and other programmes on matters of interest to pensioners.
- 3.11 To take up with the authorities of the Indian Institute of Science for redressal of any genuine grievance of members.
- 3.12 To invest the money of the Association not immediately required, in such securities as may be determined from time to time.
- 3.13 To do all such things as are incidental to or conducive to the fulfilment of the above objectives.
- 3.14 To achieve such other objectives as the General Body may approve for the welfare of the pensioners.

**4. INVESTMENT CLAUSE:**

- 4.1 The funds of the Association shall be invested in the modes specified under the provisions of Section 13(1)(d) read with Section 11(5) of the Income Tax Act 1961, as amended from time to time.

**5. ACCOUNTS CLAUSE:**

- 5.1 The Accounts of the Association shall be maintained regularly. The accounts shall be duly audited by a Chartered Accountant. Every year, the accounts shall be closed by 31<sup>st</sup> March.

**6. AMENDMENTS CLAUSE:**

- 6.1 No amendments to the Memorandum of Association, Bye-Laws/Rules and Regulations shall be made which may prove to be repugnant to the provisions of the Sections 2(15), 11, 12, 13 & 80G of the Income Tax Act 1961, as amended from time to time. Further, no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

**7. DISSOLUTION CLAUSE:**

- 7.1 In the event of the dissolution or winding up of the Association, the assets remaining as on the date of dissolution shall, under no circumstances, be distributed among the members of the Managing Committee/Governing Body, but the same shall be transferred to another Association whose objectives are similar to those of this Association and which enjoys recognition under Section 80G of the Income Tax Act 1961, as amended from time to time.
8. The benefits of the Association shall be open to all its members.
9. The funds and the income of the Association shall be solely utilized for the achievement of its objectives and no portion of it shall be utilized for payment to members by way of profit, interest, dividends etc.



**10. MANAGING COMMITTEE:**

- 10.1 Full names, addresses, designation, age and occupation of the members of the First Managing Committee to whom, by the Rules of the Association, management of its affairs, is entrusted:

Name, age, designation, address & occupation:

1. Mr. V.R. Gangadhariah – Pensioner – President, aged 69 years, No. 24, 7<sup>th</sup> Cross, Swimming Pool extension, Malleswaram, Bangalore 560003.
  2. Mr. H.S. Annaji Rao- Pensioner & Chartered Accountant – Vice President, aged 62 years, No. 805, 11<sup>th</sup> Cross, Vyalikaval extension, Bangalore 560003.
  3. Mr. T.S. Sivasubramanian - Pensioner – Secretary, aged 62 years, No. 29, Nehru Circle, Bangalore 560020.
  4. Mr. V.K. Kini – Pensioner – Treasurer, aged 62 years, No. 9, Ranganathapuram, 17<sup>th</sup> Cross, Bangalore 560003.
  5. Mr. S.V. Srinivasan – Pensioner- Joint Secretary, aged 69 years, No. 139, Kamala Nehru Extension, Yeshwanthpur, Bangalore 560022.
  6. Mr. M.S. Venkatachalam – Pensioner – Internal Auditor, aged 65 years, J100, Yerappa Block, Srirampuram, Bangalore 560021.
  7. Mr. C. Sathyanarayana – Pensioner – Member, aged 60 years, No. 525, Sampige Road, Malleswaram, Bangalore 560003.
11. We, the undersigned, hereby subscribe to this Memorandum of Association and are desirous of forming into an association called the INDIAN INSTITUTE OF SCIENCE PENSIONERS' ASSOCIATION, BANGALORE

<u>Name &amp; Designation</u>	<u>Signature</u>
1. V.R. Gangadhariah, President	Sd/-
2. H.S. Annaji Rao, Vice President	Sd/-
3. T.S. Sivasubramanian, Secretary	Sd/-
4. S.V. Srinivasan, Joint Secretary	Sd/-
5. V.K. Kini, Treasurer	Sd/-
6. M.S. Venkatachalam, Internal Auditor	Sd/-
7. C. Sathyanarayana, Member	Sd/-

In the presence of M.N. Namakal Rao, aged 75 years, Pensioner, retired LDC, Chemical Engineering, 398, Sampige Road, Bangalore 560003.



# INDIAN INSTITUTE OF SCIENCE PENSIONERS' ASSOCIATION, BANGALORE 560012

[Regn. No. 560/80-81]

## **RULES AND REGULATIONS [Bye- Laws]**

*(As amended and approved at the Special General Body meeting held on 23<sup>rd</sup> October 2016)*

### **1. SHORT TITLE:**

- 1.1 These rules may be called the Rules and Regulations of the Indian Institute of Science Pensioners' Association.

### **2. NAME:**

- 2.1 The Association shall be called the Indian Institute of Science Pensioners' Association.

### **3. DEFINITIONS: Unless the context otherwise means,**

- 3.1 "Association" means the Indian Institute of Science Pensioners' Association.
- 3.2 "President" means the President of the Association, elected by the duly elected members of the Managing Committee.
- 3.3 "Vice President" means the Vice-President of the Association, elected by the duly elected members of the Managing Committee.
- 3.4 "Secretary" means the Secretary of the Association, elected by the duly elected members of the Managing Committee.
- 3.5 "Joint Secretary" means the Joint Secretary of the Association, elected by the duly elected members of the Managing Committee.
- 3.6 "Treasurer" means the Treasurer of the Association, elected by the duly elected members of the Managing Committee.
- 3.7 "Committee Auditor" means the Committee Auditor of the Association, elected by the duly elected members of the Managing Committee.
- 3.8 "Committee" means the Managing Committee of the Association constituted under Clause 5.2.
- 3.9 "Member" means a legally retired employee of the Indian Institute of Science, Bangalore, duly admitted to the Association as a member.
- 3.10 "Institute" means the Indian Institute of Science, Bangalore.
- 3.11 "Year" means the official year of the Association, which shall be from 1<sup>st</sup> April of a year to 31<sup>st</sup> March of the following year.

### **4. MEMBERSHIP**

- 4.1 Every employee of the Institute, who legally retires from service/ Family pensioner, is



eligible to become a member of the Association, irrespective of his/her place of residence.

4.2 There shall be three categories of members:

- (a) Patron Member – Pensioners who subscribe Rs.2,000 or more.
- (b) Donor Members – Pensioners who subscribe Rs.1,000
- (c) Life Members – Pensioners who subscribe Rs.500

4.3 The membership subscription shall be paid in full and in only one instalment.

4.4 50% of the amount received from members over and above the membership fee as per clause 4.2, shall be allocated as "Members' Corpus".

4.5 Under no circumstances shall the membership subscription and members' corpus shall be refunded.

4.6 Admission of a member: Every application submitted seeking membership of the Association shall be examined by the committee. If the Committee is satisfied with the applicant's eligibility from all aspects, it shall admit the applicant for the membership. The membership will take effect from the date of approval by the Committee.

4.7 Change of category: Any Life Member can become a Donor Member or a Patron Member, by paying the difference in subscription. Like wise, a Donor Member can become a Patron Member, by paying the difference in subscription.

5. **MANAGING COMMITTEE:**

5.1 The administration and management of the affairs and finances of the Association shall be conducted by a Managing Committee.

5.2 The Managing Committee shall consist of minimum nine (9) and maximum eleven (11) members of whom nine (9) shall be elected members and two (2) co-opted members.

5.3 The General Body shall elect once in three years, nine members to manage the affairs of the Association. The election shall be conducted in accordance with the Rules. Regulations and Procedures laid down under election rules

5.4 The members so elected shall, among themselves, elect one as President, one as Vice President, one as Secretary, one as Joint Secretary, one as Treasurer and one as Committee Auditor, who shall be called Office Bearers.

5.5 The committee may also co-opt two other members as in 5.2 above who, in its opinion, shall be of use to the Committee to fulfil the objectives of the Association.

5.6 The tenure of the Managing Committee shall be generally three years and if by any unforeseen circumstances the election has not taken place in time, the existing Committee shall continue until the next Annual General Meeting at which its members are elected.

5.7 The Managing Committee shall, inter alia, have the following powers:

- a) To deal with all applications for membership of the Association;
- b) To collect/receive funds by way of membership subscription, donations, endowments from philanthropic persons and charitable institutions;



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- c) To manage the finances of the Association;
  - d) To constitute sub-committees to assist the Managing Committee to perform various functions to meet the objectives of the Association;
  - e) To prescribe forms, registers, account books etc. to be maintained by the Association;
  - f) To co-opt two members to the Managing Committee, as specified under Rule 5.5;
  - g) To authorize the members of the Association to visit places on behalf of the Association for any work such as collection of funds and other activities connected with the Committee;
  - h) To delegate any of its powers to the sub-committees, an officer or a member of the Association for a specific purpose;
  - i) To consider the resignation of any of the office-bearers (including President & Vice President) and any committee members and if accepted, to take action to fill up consequent vacancies;
  - j) To approve expenditure beyond the budget, subject to availability of funds, to be ratified by the General Body and also to make re-appropriation of funds within the overall budget sanctioned.
  - k) To approve/ratify expenditures incurred by the President/Secretary beyond the powers vested with them (under clause 6.1 and 6.2 respectively);
  - l) To confirm the minutes of the previous meeting(s) and to pass statement of monthly accounts presented in the meeting;
  - m) To consider and approve the annual audited statement of accounts for presentation to the General Body at its Annual General meeting;
  - n) To submit budget proposals to the General Body;
  - o) To file the Proceedings of the Annual General Meeting on or before the 14<sup>th</sup> day succeeding the day on which the said meeting is held, along with a list of names, addresses and occupations of the members of the Committee and a copy of the audited statement of accounts, along with Auditor's certificate;
  - p) To appoint staff whenever found necessary, for carrying out the office work.
- 5.8 The Committee may meet as frequently as it desires, but it shall meet at least once in two months. A notice with agenda shall be sent to the members of the Managing Committee at least five days in advance. However, in case of an emergency requiring immediate discussion/decision, an emergency meeting of the Committee can be called within 24 hours, giving notice over the telephone.
- 5.9 Five (5) members shall form the quorum to hold meetings of the Managing Committee.
6. **POWERS AND DUTIES OF THE OFFICE BEARERS:**
- 6.1 **President:** He is the administrative head of the Association. He shall preside over all the Committee, sub-committee, General Body, Special General Body and any other meeting/s convened for and on behalf of the Association. He shall pass orders on all administrative matters concerned with the Association. He may delegate his power to the



Vice President or any other member to chair any of the sub-committee meetings. He can sanction in emergent cases, as expenditure up to Rs.3000 on any account connected with the Association affairs. Any expenditure sanctioned beyond this limit shall be ratified by the Managing Committee at its immediate next meeting. In the event of any decision/resolution getting equal votes in any meeting, the President can exercise his casting vote. In the event of a dispute in interpreting any of the rules, his decision shall be final and binding on all.

- 6.2 Vice President: He shall exercise all the powers and perform duties of the President when the President is absent or whenever authorized by him. He shall be an ex-officio member in all the sub-committees.
- 6.3 Secretary: He shall be the custodian of all the records and registers which should be maintained properly, He shall call the meetings of the Committee in time and carry out all the decisions of the committee. He, along with the Treasurer and Committee Auditor, shall arrange to present the relevant documents. He shall record the minutes of all committees, sub-committees and general meetings. He shall hold an imprest of Rs.500 to meet day-to-day expenditure. In case the expenditure crosses this limit in any emergent situation, he shall bring it to the notice of the President and seek approval/ratification at the Committee's next meeting.
- 6.3(a) He shall be the person to sue or be sued in all matters of the Association and shall represent the Association in all legal matters.
- 6.4 Joint Secretary: The Joint Secretary shall assist the Secretary in the discharge of his duties and act as Secretary in his absence. He shall also carry out any other duties as may be assigned by the Managing Committee from time to time.
- 6.5 Treasurer: The Treasurer shall receive all moneys due to the Association and issue receipts for them. He shall be responsible for maintaining proper accounts, receipts and payments of money transactions and for controlling the expenditure as per the budget sanctioned by the General Body. He is authorized to sign the Bank cheques along with either the Secretary or the President. He shall prepare monthly accounts and present the same to the Committee. He is responsible for preparation of the accounts and getting them audited, for preparing budget estimates and for placing these before the Committee for its approval and recommendation and for adoption by the General Body.
- 6.6 Committee Auditor: The Committee Auditor shall scrutinize each receipt/payment voucher. He shall bring to the notice of the President any short-comings observed in expenditure/payment of the bills.

## 7. GENERAL BODY:

- 7.1 The General Body is empowered, among other things, to do the following:
  - a) Discuss and adopt Committee Report, audited statement of accounts and Auditor's Report for the previous year;
  - b) Approve budget estimates for the next year;
  - c) Consider programme of the activities prepared by the Committee for the next year;
  - d) Elect nine members for the Managing Committee once in three years;



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- e) Appoint a certified Auditor to audit the accounts and fix his remuneration each year;
  - f) Appoint special committees to enquire or recommend on any specific issues and
  - g) Lay down guidelines on such policy matters, as are of relevance and necessary to achieve the objectives of the Association.
- 7.2 **Annual General Meeting:** The Association shall, in each year, hold a General Meeting called the Annual General Meeting within nine months from the date of closure of the previous year. Twenty one days notice, excluding the date of the General Meeting, indicating the business to be transacted shall be sent to all the members.
- 7.3 **Special General Body Meeting:** A Special General Body Meeting may be convened by the President on behalf of the Committee. Such a meeting can also be convened on receipt of a requisition signed by one third of the members of the Association who are entitled to vote, clearly specifying the subject/purpose for which the meeting is to be convened. Committee shall initiate action within ten days of the receipt of such a requisition and arrange to call the Special General Body meeting.
- 7.3.1 A Special General Body Meeting may also be convened:
- (a) whenever it appears necessary to the Managing Committee to propose amendments, additions, deletions or alterations to the Memorandum. The provisions and procedures contained under Section 9 of the Karnataka Societies Registration Act 1960 shall be followed.
  - (b) whenever it appears necessary to the Managing Committee to change the name, rules and regulations of the Association. The provisions and procedures contained under Section 10 of the Karnataka Societies' Registration Act 1960 shall be followed.
- 7.4 **Quorum:** Presence of one-fourth of the total members entitled to vote or 25 members, whichever is less, shall be quorum to hold General or Special General Body meetings.
- 7.5 **Adjournments:** In the case of an Annual General Meeting and a Special General Meeting convened on the initiative of the President, if the minimum attendance is not present within 30 minutes of the stipulated time to start the meeting, the Chair can adjourn the meeting to next convenient time on the same day or any other day; in doing so, he has to bear in mind that the Annual General Meeting should be held within nine months from the date of closing the accounts for the previous year. No quorum is required for an adjourned meeting. In the case of a Special General Meeting convened on the requisition of members, the meeting gets automatically cancelled and the subjects referred to shall remain lapsed, if at least 25 such members who had requisitioned for such a meeting do not turn up within 30 minutes from the time set for the starting of the meeting.
8. **VOTING:**
- 8.1 All propositions brought forward at any meeting including General Meeting (except those with regard to passing of amendments as stated under Clause 7.3(a) and 7.3(b) shall be decided by a majority of votes or by voice vote.
9. **FUNDS:**
- 9.1 It shall be the responsibility of the Committee to see that:



- (a) All receipts are accounted for and money is deposited either in a Nationalized Bank or a scheduled Cooperative Bank or in any other authorized Institutions in accordance with the provisions of Section 13(1)(d) read with Section 11(5) of the Income Tax Act 1961 as amended from time to time.
- (b) The expenditure done is in accordance with the budget approved by General Body and is within the framework of the Rules and Regulations.

**10. RIGHTS OF THE MEMBERS:**

**10.1** A member shall be entitled to:

- (a) stand for election to the Managing Committee provided he/she is not a defaulter on the date of filing the nomination/election;
- (b) nominate another member to stand for election;
- (c) vote in any of the meetings which he attends;
- (d) participate, discuss and vote on subjects and resolutions; and
- (e) any other facilities, which the Association has generally to offer for the welfare/benefit of all the members.

**11. CESSATION OF MEMBERSHIPS:**

**11.1** The membership shall cease:

- (a) By Death;
- (b) On conviction by a Court of Law for criminal offence or moral turpitude;
- (c) By voluntary resignation.

**12. DISSOLUTION**

- 12.1** If a situation should arise at a future date when the Association is to be dissolved in accordance to the provisions of Section 22 of the Karnataka Societies' Registration Act 1960, the assets of the Association, after meeting all claims and liabilities, shall be made over to any Charitable Institution with the aims and objects furthering the cause of the pensioners in the State of Karnataka and in the absence of such an institution, to any Charitable Institution taking care of aged and infirm people in the State of Karnataka. The dissolution shall be carried out only when the proposal for dissolution is approved by the members of the Association in a Special General Meeting convened with at least 21 days notice in writing. The aforesaid approval shall be obtained by passing a resolution with 3/4<sup>th</sup> majority concurring with it. The procedures contained under Section 22 and 23 of the Karnataka Societies' Registration Act 1960 shall be followed.

**13. AMENDMENTS:**

- 13.1** Any amendment to the Memorandum of Association, the Rules and Regulations or change in the name of the Association, shall be carried out only when the proposal is approved by the members of the Association at a Special General Meeting convened with at least 21 days notice in writing. Such notice shall contain the proposal which is required to be considered by the members. The provisions of Sections 9 and 10 of the Karnataka Societies' Registration Act 1960 shall be followed.



**14. BALANCE SHEET AND ANNUAL LIST OF GOVERNING BODY MEMBERS – FILING WITH THE REGISTRAR**

- 14.1 On or before the 14<sup>th</sup> day succeeding the day on which Annual General Meeting of the Association is held, a list of the names and addresses and occupations of the Governing Body then entrusted with the Management of the affairs of the Association and a copy of the Balance Sheet and Income and Expenditure account duly audited, shall be filed with Registrar. In this regard the procedure mentioned in Section 13 of the Karnataka Societies' Registration Act 1960 shall be followed.

**15. PROCEDURE FOR AMALGAMATION OF THE ASSOCIATION:**

- 15.1 Whenever it shall appear to the Managing Committee of the Association to be necessary to amalgamate the Association with another similar pensioners' organization either wholly or partially, the Committee shall first submit the proposition to all the members of the Association and convene a Special General Meeting for the consideration thereof with at least 21 days notice in writing according to Section 21 of the Karnataka Societies' Registration Act 1960. The amalgamation shall be carried out only when the proposal is approved by the members of the Association in the said Special General Meeting by passing a resolution with 3/4<sup>th</sup> majoring concurring with it.

**16. WORKING HOURS:**

- 16.1 The working hours and the specific days on which the office functions shall be as decided by the Managing Committee from time to time.

**17. MANAGING COMMITTEE:**

Full names, addresses, designations, age and occupations of the members of the First Managing Committee to whom, by the rules of the Association, management of its affairs is entrusted:

Name, age, designation, address & occupation:

1. Mr. V.R. Gangadhariah – Pensioner – President, aged 69 years, No. 24, 7<sup>th</sup> Cross, Swimming Pool extension, Malleswaram, Bangalore 560003.
2. Mr. H.S. Annaji Rao- Pensioner & Chartered Accountant – Vice President, aged 62 years, No. 805, 11<sup>th</sup> Cross, Vyalikaval extension, Bangalore 560003.
3. Mr. T.S. Sivasubramanian - Pensioner – Secretary, aged 62 years, No. 29, Nehru Circle, Bangalore 560020.
4. Mr. V.K. Kini – Pensioner – Treasurer, aged 62 years, No. 9, Ranganathapuram, 17<sup>th</sup> Cross, Bangalore 560003.
5. Mr. S.V. Srinivasan – Pensioner- Joint Secretary, aged 69 years, No. 139, Kamala Nehru Extension, Yeshwanthpur, Bangalore 560022.
6. Mr. M.S. Venkatachalam – Pensioner – Internal Auditor, aged 65 years, J100, Yerappa Block, Srirampuram, Bangalore 560021.
7. Mr. C. Sathyanarayana – Pensioner – Member, aged 60 years, No. 525, Sampige Road, Malleswaram, Bangalore 560003.