



***Association of Former Executives of
Hindustan Aeronautics Ltd(R)***

Suranjan Das Road, Bangalore- 560017. Tel: 080-22316788

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Memorandum of Association

And

Rules & Regulations (Bye laws)



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Memorandum of Association and Rules & Regulations (Bye laws)

Memorandum of Association

- **Name:** HALE-Association of Former Executives of Hindustan Aeronautics Ltd. In this document where ever HAL is mentioned, it means Hindustan Aeronautics Ltd.
- **Registered Office:** Old SBI Building, Suranjan Das Road, Vimanapura P.O., Bangalore – 560017.
- **Aims and Objectives.**
 - To be a forum for the former officers to meet each other, preserve and promote fellowship, cooperation and friendship amongst the members.
 - To organise periodical meets and get update of HAL activities (purely information in the public domain) perhaps from one of the Directors of the company.
 - To form professional groups and offer specialist services to industries in general including HAL and arrange seminars and guest lectures.
 - To obtain newsletters / magazines published by HAL Corporate Office / Bangalore Complex and circulate amongst members.
 - To take up with HAL common problems if any, faced by former officers.
- **The Association shall be a non-political and non-profit body of former officers of Hindustan Aeronautics Ltd.**
- **It was unanimously resolved that HALE-Association of Former Executives of Hindustan Aeronautics Ltd., would be registered with the Registrar of Societies, Bangalore and that the Hon. General Secretary, HALE is empowered to sign all the documents required for the registration of Association with Registrar and take all actions required on behalf of HALE.**

Rules and Regulations (Bye-laws)

The following are the rules and regulations of the Association.

1. Definitions: Association means Association of Former Executives of Hindustan Aeronautics Limited.

Member means bona-fide Member of the Association and does not include Associate Member.

Committee means Executive Committee empowered to take decisions and implement them in the interest of the Association.

2. Membership: Every former officer of Hindustan Aeronautics Ltd, staying in and around Bangalore is eligible to become a **Member** of the Association after paying the specified fees and agreeing to abide by all the rules and regulations of the Association.

The former officer staying out side Bangalore is also eligible to enrol him (her) self and will be known as **Associate Member**.

The former officer will make a request on the prescribed form with the payment of specified fees for enrolment as a Member / Associate Member of the Association. The Executive Committee will consider and approve the application. In case of rejection of the application by the empowered committee, the one time lump sum amount paid will be refunded to the applicant.

- **Member** : The Member shall pay non refundable one time fee of **Rs.2000/-**.
- **Associate Member:** The Associate member shall pay non refundable one time fee of **Rs.600/-**.

The fee, however, may be revised from time to time by General Body. The Member / Associate Member who desires to leave the Association can do so after giving a formal letter of resignation and obtaining approval from the empowered committee.

The Association shall maintain a register consisting of name and contact details like postal address, telephone number and e-mail id (if any) of each Member / Associate Member.

3. Executive Committee: The administration of the Association shall be carried out by the Executive Committee consisting of fourteen office bearers (as given below) duly elected by the General Body.

- OneHon. President
- TwoHon. Vice Presidents
- OneHon. General Secretary
- TwoHon. Joint Secretaries
- OneHon. Treasurer and
- SevenHon. Committee Members.

The Executive Committee shall hold the office till the next Executive Committee is elected by the General Body of the Association. The Executive Committee shall hold the office for a period of two years. The Executive Committee can co-opt additional members, if found necessary. Any vacancy in the Executive Committee which may arise during the tenure of the committee could be filled by the Executive Committee from among the Members of the Association. The member of Executive Committee ceases to be its member consequent upon ceasing to be the Member of the Association, or due to resignation, or removal from membership, or due to absenteeism for three consecutive meetings of Executive Committee without assigning reasons to the Executive Committee. The immediate past Hon. President and Hon. General Secretary can be co-opted to be members of Executive Committee. All the Members on rolls who do not have any dues outstanding against them are eligible to contest for the post of office bearers of the Executive Committee.

4. Powers and responsibilities of office bearers of Executive Committee.

The Executive Committee is responsible to

- ensure and promote the aims and objectives of the Association
- organise annual / special general meetings
- publish the annual report and duly audited accounts at the annual general meeting
- operate and manage the funds / property of the Association
- ensure proper utilisation of Association funds
- open bank account in the name of the Association and authorise three EC members to operate the account, out of whom, any two can jointly carry out transactions
- appoint committees / sub-committees with specific assignments to promote the objectives of the Association
- invite specialists / experts who may be non-members of the Association but considered useful for deliberations
- acquire / take on lease / rent any moveable / immovable property or properties deemed necessary for use by Association
- accept donations / sponsorships for promoting activities of Association.

Hon. President: Shall preside over all the meetings of the Executive Committee, Special General Body and General Body meetings. He will generally guide the affairs of the Association and preserve order, sign all minutes. He enjoys casting a vote in case of a tie in the meeting.

Hon. Vice President: In the absence of President, one of the Vice Presidents will conduct the deliberations of the meetings. He will also discharge the duties taken by / assigned to him.

Hon. General Secretary: Shall be responsible to carry out day to day administration, transact business, maintain all official records and organise meetings of the Association. He shall implement the decisions taken by the Executive Committee and General Body. He will hold an imprest amount as decided by the Executive Committee and render accounts of expenditure to the Treasurer. He shall be the custodian of the properties of the Association. He is authorised to sign documents / do correspondence on behalf of the Association. The Hon.General Secretary is also authorised to correspond with the Registrar of Societies, Bangalore.

Hon. Joint Secretary: Shall assist the Hon. General Secretary in carrying out the functions of the Association and execute those tasks / functions delegated to him by the Hon. General Secretary.

Hon. Treasurer: Shall be the custodian of finance and accounts of the Association. He shall preserve all receipts, vouchers and files related to finance of the Association. He shall prepare monthly and annual statements of accounts for discussions and ratifications by the Executive Committee / General Body. He shall get the annual accounts audited. He shall function as per the directives of the Executive Committee in all financial matters and coordinate with President / Executive Committee.

Hon. Committee Members: Shall carry out all the functions of the Association as decided by the Executive Committee in furtherance of the fulfilment of the aims and objectives of the Association and act as communication channel between the Members and Executive Committee.

General Body: Consists of all the Members of the Association and is the supreme authority of the Association.

- 5. Annual General Body Meeting:** Shall review the activities of the Association during the year, adopt the annual report and statement of accounts for the financial year, conduct the business as per the agenda put forth by Executive Committee, give directions and guidelines for the functioning of the Association and elect the new Executive Committee.

The General Body meeting will normally be held before the end of first quarter of the new financial year. Twenty one day notice will be given by Hon.General Secretary after obtaining approval of the Executive Committee. The notice shall specify the place, time, date and agenda for the meeting. Non receipt of such notice of the meeting by any individual(s) shall not make the proceedings / decisions of the meeting null and void.

- 6. Special General Body meeting** can be convened at the discretion of the Executive Committee or on the basis of requisition duly signed and submitted by not less than 1/3 of the Members on rolls as on date or 100 members whichever is less. The requisitioned Special General Body meeting shall be held not later than six weeks from the date of receipt of such request. After obtaining the approval of the Executive Committee, twenty one day

notice shall be given by Hon.General Secretary to all the Members of the Association. The notice shall specify the place, time, date and agenda for the proposed Special General Body meeting. Non receipt of the intimation by any individual(s) shall not make the proceedings / decisions of the meeting null and void. No point other than the specified agenda shall be discussed during the Special General Body meeting.

7. Quorum: For General Body / Special General Body Meeting, shall be 30% of the Members on rolls or 100 which ever is less.

For the Executive Committee Meeting, shall be six members including three office bearers.

General Body /Special General Body Meeting could be adjourned for want of quorum to any other date and time or held after half an hour from the scheduled time on the same day. No quorum is required for the adjourned meeting. Unless otherwise stated in the rules, the decisions shall be taken by simple majority during the General Body / Special General Body / Executive Committee Meetings. The Presiding Officer shall enjoy the powers of exercising his casting vote where ever necessary.

8. Amendment to Byelaws shall be adopted only in Special General Body Meeting (SGM) by 2/3rd of majority of Members in attendance through voting. The proposed amendments with reasons shall be included in the agenda and be communicated to all the Members with the notice on holding the Special General Body Meeting.

9. Election: All the Members on rolls who do not have any dues outstanding against them as on the specified date would be eligible to vote and contest for the posts of the office bearers of the Executive Committee. Voting could be either by show of hands or secret ballot in the elections and also for finalising decisions during General Body / Special General Body / Executive Committee meetings or any other event.

The proceedings of the General Body / Special General Body / Executive Committee meetings shall be recorded and signed by all the Executive Committee members including Hon. President. The recorded minutes shall contain the names of the members present, the transacted business and decisions taken.

10. The Association can seek guidance / help from designated patrons on major issues such as pooling of expertise, acceptance of work packages, technical interactions with industries etc. Association can have a maximum of 3 patrons, nominated by Executive Committee.

11. Financial year: of the Association will be from 1st April to 31st March of succeeding year.

12. The funds of the association shall consist of

- Subscriptions received from Members / Associate Members.
- Donations, sponsorships, deposits and advertisement charges.
- Receipts from functions organised by the Association to augment the resources.

All the monies of the Association shall be kept in a scheduled bank and the account will be operated jointly by two authorised office bearers of the Executive Committee. The Executive Committee will authorise three office bearers of EC to discharge this function.

- 13. The Association shall not be dissolved unless** as decided upon at a Special General Body meeting called for that purpose. The dissolution of the Association comes into effect only when 3/4th majority of the Members present vote in favour of the proposed dissolution. The dissolution shall be complete only when the resolution to that effect is passed specifying the distribution of funds and other assets after meeting the liabilities.
- 14. All matters not specifically covered** in the above rules and regulations (bye-laws) and constitution shall be decided by the Executive Committee and will be ratified by the General Body in the next meeting.

***Association is registered under Karnataka Societies' Registration Act No.17 of 1960.
Reference: No. SOR/BLU/DR/665/08-09 dt.18.12.2008 and AMR No.63/2010-11
dt.11.08.2010 at the Office of Registrar of Societies, Bangalore Urban District,
Bangalore 560052***

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