

ARMY VETERANS INSTITUTE (CLUB)

274, SECTOR-29, NOIDA - 201 303
(Regn. No. 2788 / 2002-03)

TELE.: 0120-4352195 / 96 / 97



RULES

Revised October 2025

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ARMY VETERANS INSTITUTE (CLUB)

RULES

Definitions

1. All the terms and expressions used in these Rules and Bye-Laws made thereunder, solely have the meaning as assigned to them as follows :-
 - (a) **Arun Vihar:** Arun Vihar means the Sectors 28 , 29 and 37 of Noida-201303.
 - (b) **AVCC:** AVCC means Arun Vihar Community Centre Sector 37, Noida which is a registered Society.
 - (c) **AVRWA:** AVRWA means Arun Vihar Residents Welfare Association, Sector 37, Noida which is a registered Society .
 - (d) **Caterer(s) :** Caterer (s) means the contractors on the panel of Arun Vihar Institute (Club) providing catering services in the Club to its Members for their social / cultural functions.
 - (e) **C.S.D.** C. S. D. means Canteen Stores Department canteen run by Headquarters, Delhi Area and located in sector 37 Noida.
 - (f) **Electoral Officer :** Electoral officer means the member elected by the General Body to conduct Elections for the Management Committee members including. President and Vice President of AVI (Club) as and when due.
 - (g) **Relatives :** The term “relatives” encompasses the following:- Father, mother, spouse, children (natural or adopted), brothers, sisters, uncles and aunts (both from fathers and mothers side), son-in- law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, nephews , nieces and father, mother, brothers and sisters of daughter-in-law and son-in-law .

- (h) **Guest** : Guest means the persons invited by the Management Committee of the Club or those escorted by the Members as their personal guests.
- (j) **Bye-Laws** : Bye-Laws mean the Standing Orders and Instructions promulgated by the Management Committee and ratified by the General Body to facilitate day to day working of the Club.
- (k) **Residents** : Residents mean an original / transferee residing in his/her own dwelling unit in Arun Vihar.
- (l) **Member**: Member means a person whose name appears on the register of the Members of the AVI (Club).
- (m) **Unbecoming Conduct** :- It includes, in addition to the dictionary meaning and as established by the decisions of law courts, the following :-
- (i) Misuse of Club property, facilities and privileges.
 - (ii) Causing loss to the Club with a view to gain for self, relatives or friends.
 - (iii) Maliciously tarnishing the image of a fellow Member or the Members of the Management Committee etc. within the Club premises.
 - (iv) False accusations against the staff and / or Members of the Management Committee.
 - (v) Any act or omission which is unbecoming of a Member.
 - (vi) Moral turpitude.
 - (vii) Use of abusive language.
 - (viii) Use of criminal force.
- (n) **Rules**: Rules wherever it appears means the Rules and Regulations of the Army Veterans Institute (Club), duly ratified by the General Body and published.

- (o) **Club:** The Club, AVI (Club), Institute or AVI wherever it appears mean this Society.
- (p) **Institute:**
- (i) Institute or Army Veterans Institute (AVI) wherever it appears means this Society.
 - (ii) **Society.** Refers to organization of Army Veterans living in Arun Vihar and NCR who interact, live together, share common customs, values and institutions e.g Club. (Not to be confused with definition of Society as per Society Registration Act 1860.
 - (iii) **Army Veterans.** Refers to person who has served in the Indian Army and has been discharged under conditions other than dishonorable.
- (q) **Dependent Children:**
- (a) Son below 25 years of age, unmarried physically challenged and financially dependent living with parents.
 - (b) Unmarried / Divorcee / Windowed daughter (including her children) and financially dependent, when living with her parents.
- (r) **Transfer Allottee.** Transfer Allottee means the allotment made by AWHO after transferring it from original allottee of a dwelling unit in Arun Vihar.
- (s) **Officer Mess Facilities:** As stated in rule 2.2, officer mess facilities imply the facilities as available to all Members of the Club
- (t) **Co-opted Member.** Any existing Permanent Member of AVI (Club) may be co-opted by the Management Committee to help the Management :-

(i) To make up for Nos if falling short of Elected Members.

(ii) Expert in any field to help and advise the Management in fields such as Finance, Infrastructure, Liaison, Horticulture, Health etc. A Member who contested and lost during recently held election cannot be co opted. A Member can be co opted by the Management Committee by Majority Votes. Co-opted Members can vote in Management Committee Meetings if strength of Elected Members is 4 or less.

(iii) Co-opted members tenure will be deemed to be as that of an elected members for all purpose.

Name, Address and Area of Operations

- 1.1 Name of the Society - Army Veterans Institute (Club)
- 1.2 Address of the Society - 274, Sector - 29, NOIDA, Distt Gautam Budh Nagar (U.P.) - 201303
- 1.3 Area of operation - Distt – Gautam Budh Nagar (U.P.).

Objectives

2. To provide:-

- 2.1 Social and recreational facilities to the Original Allottees and Transfer Allottees from Defence Services of residential accommodation in Arun Vihar Complex and other Veterans, who may become Members.
- 2.2 Officers' Mess facilities to serving service officers staying in Arun Vihar.

Constitution

3. The Army Veterans institute (Club) is a society for retired and serving **Army** personnel. It shall function on '**Self supporting**' basis.

Institute (Club) Property

4. The ownership of Institute property both movable and immovable, shall vest in the Institute. The custody of all properties of the Institute shall rest with the Management Committee of the Arun Vihar Institute (Club).
5. Under no circumstances will the Management Committee of AVI (Club) mortgage AVI (Club) property held in trust for the Institute (Club). The Committee shall be responsible for the insurance, maintenance, repairs and such other care as may be necessary to preserve the same. They may enter into contract or agreement and sign such documents on behalf of the Institute (Club) provided that any major alterations to the buildings and layout or unbudgeted outlays beyond the financial powers bestowed on the Management Committee, shall be executed with the approval of The General Body.

Financial Control

6. The Institute may derive funds from its members and through donations / grants / deposits from Army welfare funds or any other source **without any benefit from AVI (Club)** subject to the approval of the Management Committee
7. The Institute shall be run on such sound lines as to enable it to be self sufficient financially.

Administrative Control.

8. The management of Institute shall be vested in the Management Committee. The Institute shall be administered in accordance with the rules approved by the General Body of the Institute. The internal affairs and conduct of its Members shall be regulated in accordance with the Rules and Bye Laws laid down and promulgated from time to time.

Membership

9. The Institute shall consist of the following classes of Members:-
- 9.1 Honorary Members.
 - 9.2 Permanent Members.
 - 9.3 Associate Members.
 - 9.4 Tenure Members.
 - 9.5 Temporary Members.
 - 9.6 Out station Members.

Patrons

10. Army Commanders Western Command, Central Command and GOC Delhi area Chief will be EX-Officio Patrons of the Institute subject to their acceptance. Whenever any of the Patrons visits the Institute (Club) he shall be treated as an honoured guest of the Institute (Club).

Honorary Members

11. The Management Committee may from time to time, in very special cases, confer on distinguished individuals Honorary Membership of the Institute for a period of one year at a time. However, it will be ensured that a maximum of five such Members are permitted at any one time.

Honorary Members shall be entitled to all the privileges of the Institute subject to such restrictions and regulations as may be prescribed in the Rules and Bye-Laws of the Institute. They shall not have any voting rights.

Permanent Members

12. The following categories shall be eligible for Permanent Membership:-
- 12.1 Army personnel serving/ retired/ their spouse who are Original / Transfer allottees of dwelling units and are owner of the allotted dwelling unit in Arun Vihar and NCR are eligible for Permanent Membership. At any one time number of Permanent members shall not exceed 3000. (Non Veterans not exceeding 15%)

12.2 Widow/ Widower whose spouse was Original/Transfer Allottee from Defence Services of residential flats in Arun Vihar. In case both parents expired before becoming permanent member, if otherwise eligible, then NOK in whose favor the residential unit has been legally transferred may be considered on merit. In all above cases, it will be necessary that above persons have paid all subscriptions and deposits and are members of AVRWA, prior to applying for membership

12.3 Veterans who were earlier Permanent Members of AVI, and moved out of Arun Vihar but staying in Noida, be allowed to continue as Permanent Members. Army Veterans who are Associate Members and living in Noida and wish to become Permanent Members to be made Permanent Members in phases.

12.4 Adult Children above 25 years of age of **Army Veterans / Spouses** Owner and Resident of Arun Vihar and NCR, on conversion from Associate to Permanent.

12.4.1 **Members / Spouses** living anywhere in Noida on conversion from Associate to Permanent Members.

12.5 Eligibility of Voters as per Rule 87.1.

13.1 Blank

13.2 The Spouse of a Member shall have all the privileges normally enjoyed by a Member except the right to vote. On demise of the Member, the Spouse shall have voting right also, provided he/she opts to become a Permanent Member.

13.3 **Transfer Of Membership.** The Membership will be transferred to spouse either on request of member or on the death of member. Transferer thus forfeits all his/ her rights in favour of transferee.

Associate Members

14. Veteran Army Officers living in NCR as resident are eligible to become Associate members. Widows / Widowers of **Army** Services Officers may also be offered Associate membership. Associate membership will be for a duration of **five years**, subject to renewal by the Management Committee.

14.1 Defence Services Officers living in Noida, as owners of the house or living as tenant, not eligible otherwise for Permanent Membership. Widows/ Widowers of Defence Services Officers may also be offered Associate Membership.

14.2 No such Associate Member will be considered for Permanent Membership who has defaulted in clearing all dues while being Associate Member.

14.3 Single Parent, sons / daughters upto 45 years of age of Permanent Members (ESM) residing in Arun Vihar may also be made Associate Members at the same rate of Entrance fee and subscription as applicable to Associate members.

14.4 The number of Associate Members shall not exceed 1600 at any time. Breakdown will be as under:-

- (a) Army - 40% i.e 640
- (b) Navy + IAF - 25% i.e 400 (200+200)
- (c) Dependent - 35% i.e 560

Every year 75 Associate Members plus Annual reduction of Permanent Members may be transferred to Permanent Membership provided they are residents of **Arun Vihar and NCR**. However at no stage, the strength of Permanent Members will exceed **3000** as given in Rule 12.1 (Connect with Rule 12.4.)

14.5. Associate Members shall not have voting rights.

14.6. Blank

14A Conversion of Associate Members to Permanent Members.

14A.1 An Associate Member shall be considered for grant of Permanent membership strictly as per seniority from the date of his/ her enrolment as an Associate Member, provided he/ she fulfills the eligibility criteria for becoming a Permanent Member vide Rule 12.

14A.2 Process of Conversion will be approved by a Committee comprising of President, Vice President and one member of the Management Committee by holding an interview of the candidates at a reasonable frequency as per convenience of the Management.

14A.3 The Committee will ensure that not more than 75 Associate Members plus the annual reduction of Permanent Members are considered for the grant of Permanent Membership during the one year tenure of the Management Committee. Strength of Permanent Members not to exceed 3,000 as given in Rule 12.1

14A.4 Member whose Membership is converted from Associate to Permanent shall fill in the new "Form for Permanent Membership" and pay the difference of Entrance Fee, Security Deposit and Subscriptions as prevalent.

Tenure Members.

15. Defence Services Officers serving in Delhi / Noida and residing in Noida may become Tenure members for a duration of **three years** of their posting / stay in Noida whichever is earlier.

15.1 Separated Families of serving officers residing in Noida may also become Tenure Members for the duration of their stay in Noida.

15.2 Tenure Members shall pay all such subscriptions as applicable to Associate Members except entrance fee.

15.3 Tenure Members shall be required to submit six monthly certificate in June and December each year duly countersigned by their superior/controlling officer that he/she is likely to stay in Noida for another six months to remain on register of Tenure Members failure which their membership is likely to be terminated.

15.4 Tenure Members are not eligible to vote, or stand for election.

15.5 Tenure Membership shall be terminated on vacation of accommodation in Noida or on posting out whichever is earlier.

15.6 Outstation Membership is not available to tenure Members.

Temporary Membership

16. Parents and children above 25 years of age of Permanent Members visiting Noida may be given Temporary Membership of AVI (Club) for not more than 90 days in a year, on one or maximum of three occasions. No entrance fee shall be charged. He/ She shall pay total Subscriptions as applicable to Associate Member for the duration of Temporary Membership in advance. Temporary Members may buy Guest Cards. They are not entitled to vote / attend General Body Meeting and invite Guests.

Dependent Children

- 17.** Dependent children shall be entitled to avail all facilities, which the member is entitled free, without any additional charge. However, the facilities for which the member pays additional fee shall be levied for dependent children as well. The following is denied to children below 18 years:-
- (a) Entry in the Bar.
 - (b) Playing of Cards.
 - (c) Inviting / Escorting of Guests into the Club.

Out Station Membership

- 18.** All Permanent / Associate Members can opt for Outstation Membership in case they are likely to be out of station (NOIDA) for a continuous period of 90 days or more. Delhi and Satellite Towns like Ghaziabad, Faridabad and Gurgaon etc. will not be considered Outstations. Members seeking Outstation Membership will deposit their respective Membership Cards, including that of spouse and dependents, with the General Manager Adm and obtain a receipt to that effect. On re-joining, the Member will be given back his Original Card. Any outstation Member found living in Noida, Delhi or Satellite Towns, specified above shall be deemed as causing financial loss to the club and gain to himself and shall be liable for disciplinary action for unbecoming conduct. Re-admission of such Member is debarred unless he pays double the amount of loss caused to the Club and re-admission fee, as applicable.

18.1 Subscription and Charges for Outstation Members will be 50% of Subscriptions of Type of Membership of the Member.

Membership on Reciprocal Basis

19. Management Committee is empowered to correspond / liaise with reputed Clubs/ Institutes in the country to negotiate / finalise Membership facilities on reciprocal basis. (Details specified in Bye-Laws).

Termination of Membership

20. Membership of the Institute shall stand terminated due to any of the following reasons:-

20.1 Voluntary resignation by a letter addressed to the General Manager Adm of the AVI (Club) and on acceptance by the Management Committee.

20.2 Blank

20.3 Blank

20.4 Due to an act and/or omission by the Member which amounts to Misconduct. Misconduct shall mean and include but shall not be limited to any act and/or omission which may be unbecoming of a Member, may be of moral turpitude, or which may be in the reasonable opinion of the Club prejudicial to the reputation and goodwill of the Club. In case of misconduct, member may be warned to improve. On repeated occurrence his/ her membership will be terminated. Termination of Membership to be ratified by the General Body.

20.5 On removal of his name from the list of members due to failure to clear the Institute bills in time after due warnings.

20.6 On his / her demise.

20.7 Blank

20.8 On lapse of eligibility for membership e.g tenure Membership

20.9 Audit of Membership. MC may audit the grant of membership and if any ineligible person, has been granted membership erroneously in the past, MC may be empowered to terminate it.

Admission and Re-admission of Members

- 21.** No Member shall be granted Membership, except honorary Member, unless he is eligible, found suitable for grant of admission by the Management Committee, he has signed the register of Members and agrees to abide by Rules, Regulations and Bye-Laws of the AVI (Club) and decisions of the Management Committee meeting and that of General Body Meeting.
- 22.** Persons ceasing to be members by operation of clause 20.1 of Rule 20 shall be eligible for re-admission as members provided all sums due plus re- admission Fee of Rs.3000/-to the Institute (club) shall have first been paid. and in addition those who have been declared solvent should have been cleared by the relevant court(s) from insolvency prior to re- admission. Persons ceasing to be members by operating of clause 20.4 of Rule 20, shall Not be eligible for re-admission as members of the Institute (club).

Fees and Subscriptions

- 23.** Fees and subscriptions shall be levied for different type of Members as proposed by the Management Committee, when ratified by the General Body.
- 24.** Prevalent rates of fees and subscriptions shall be displayed on the Club Notice Board for information of the Members.
- 25.** **Fees and Subscription.** Refundable Security deposit shall be charged from the members.

26. Blank

Non Payment of Bills

27. Any member who does not pay his bill within **90** days of its presentation will be sent a registered letter, at his cost, addressed to his last known address as per records of the Institute. If the member fails to pay the bill within the stipulated period, his name will be put up in the defaulter's list on the Institute Notice Board. After 30 days of this, he will cease to be a member of this Institute and will not be eligible to make use of the same till such time as the Institute dues are paid and the Management Committee approves his re-admission under Rule 22 above. Members who do not pay their bills in time are liable to be charged **Rs.100/- pm after 90 days**. Once the bill or reminder has been dispatched, it will be considered as presented.

Notice

28 In all cases where it is necessary to give notice to Members under any of these Rules and Bye-Laws, it shall be sufficient that such Notice be sent or posted to their last known address, save as otherwise provided. Notice if sent by Registered Post/ Speed Post, Cost will be paid by the AVI (Club) . In addition all Communications may be sent by E mail and SMS at their Mob No.

Management Committee

29. The affairs of the AVI (Club) shall be managed and governed by a Management Committee consisting of a President, Vice President and Five members elected from among the permanent members by the General Body by secret ballot. The Management Committee may coopt additional member from amongst the permanent members of AVI (Club) if elected members are less than Five.

30 The President will appoint a Member of the Management Committee to look after one or more functions of the Institute as under:-

30.1 Finance Member.

30.2 Catering Member.

30.3 Bar and Library Member.

30.4 Entertainment and Sports Member.

30.5 Security, Project, Stores and Maintenance, Fire Fighting and Arboriculture Members.

31. As far as possible each Member shall be allotted portfolio (s) as per his/her expertise. No Member shall be kept without a portfolio. Break up of of Sub heads of Portfolios should be avoided. However, the portfolio(s) may be interchanged at the request of an elected Member / discretion of the President

31.1 VP will officiate as President and if balance term of Management exceeds six months, MC will initiate the process to elect a new President.

32. The Management Committee may co-opt one or more members to assist the Management Committee in any other specific areas of activity considered necessary. The members co-opted as such, will have no voting rights **(to be read in conjunction with Rule 1 (t))**

33. However, the following will be adhered to in case of unforeseen eventualities:-

33.1 In the event of death / relinquishment of office by the President, the Vice President will continue to officiate as President, for the rest of the tenure.

33. However, the following will be adhered to in case of unforeseen eventualities:-

33.1 In the event of death / relinquishment of office by the President, the Vice President will continue to officiate as President, for the rest of the tenure.

33.2 In the event of death / relinquishment of office by Vice President, one of the elected Members from the Management Committee may be nominated by the Management Committee to fill the vacancy.

33.3 Any vacancy in the Management Committee may be filled from the Eligible Members of the Institute except that such Member / Members shall not have any voting rights.

34.1 Permanent members, ESM (Army) /Widows owning dwelling unit in Arun Vihar and residing therein are eligible for contesting elections for the posts of Management Committee provided they are not defaulters under rule 21 and who have cleared their dues prior to the issue of Election Notification.

34.2 President and Vice President will be ESM (Army).

34.3 Maximum two elected lady members will be in Management Committee.

35. Any permanent Member who is already on the Management Committee of AVRWA or AVCC even as a Co-opted Member, or doing any full/part time job anywhere is not eligible to contest election for any post of the Management Committee of the AVI (Club). To be read in Conjunction with Rule 86.6
36. **Business By Relative Of Member With AVI (CLUB).** In case any Relative as defined in Rule 1 (g) enters into any contract with AVI (Club), the concerned Member will not be eligible to be President/ Vice President/Member of the Management Committee for the duration of such contract.
37. No Member can serve on any post of the Management Committee for more than two consecutive terms subject to a maximum of five terms even if terms are curtailed. It includes President/ Vice President also.
38. A Member of the Management Committee shall cease to be a Member of the committee, if his / her Membership of the Institute is terminated or he / she becomes ineligible to be permanent Member under Rule 20.
39. **Vacation of Office by a Member of Management Committee.**
39.1 A Member of the Management Committee shall be deemed to have vacated the office if :-
(a) He/she absents himself from three consecutive meetings of the Management Committee without an intimation to the General Manager Adm at the office address of the Institute.
(b) He resigns and his resignation is accepted.
(c) He ceases to be a Member of the Institute.
(d) He is impeached by the General Body.

39.2 A member of the Management Committee holding any office will on vacating it, handover his/her charge to his successor.

40. Quorum at the Management Committee. Five Members, President and Vice President shall constitute the quorum for Management Committee. Each will have one vote. The Presiding officer shall Not vote on any motion prior to the members and Vice President. He / She may express his / her opinion on the subject. The President shall cast his / her vote in the last to arrive at a decision. To be read in conjunction with Rule 29 (amended)

40.1 In the absence of the President, the Vice President shall act as President. When both the President and Vice President are absent The Members shall elect the presiding Member from amongst them.

41. Meeting of the Management Committee.

41.1 The Management Committee shall meet on as required basis but shall normally meet minimum once a month. The Committee among other items of Agenda will review and consider Income and Expenditure Account of the previous month. Normally the onus of convening the meetings is with the President. However in case, it is proposed to discuss any issue pertaining to the President, the meeting will be convened by the Vice President. In case both the President and the Vice President are involved, the meeting will be Convened and Chaired by an Elected Member as agreed to by the remaining Members of the Management Committee,

41.2 In an emergency, the President may take action on any **issue in the interest of Club.** which brooks no delay. However, the President at the earliest opportunity (**within 48 hrs**) will place the case before the Management Committee for its information /ratification.

41.3 All issues placed before the Management Committee for decisions shall be determined by majority of votes.

41.4 In the following cases, a 2/3rd majority of total strength of Members of Management Committee, Not Less than 4 shall be essential :-

(a) Disciplinary action against a Member.

(b) Writing of losses due to faulty action of AVI(Club) Property not exceeding **Rs.50,000/-** in a year or a sum decided by the General Body.

(c) Passing of motion proposing amendment to the name of the Society, Objects, Rules and Regulation of the AVI (Club), for consideration and adoption by the General Body.

41.5 In case it is revealed that certain Members were not informed of the impending meeting deliberately to achieve 2/3rd majority by manipulation, such Members should be deemed To, be present and casting negative vote.

42. Amendment of Bye Laws.

42.1 The Management Committee shall have power to frame and amend the Bye-Laws for the efficient management of the Institute (Club). Bye-Laws will not be inconsistent with the Rules. New Bye-Laws can be passed and amendment thereto can be carried out by the Managing Committee only by a majority of 2/3rd of its total number of members. (To be read in conjunction with Rule 60).

42.1.1 Business By Member With AVI (CLUB). No Member can enter into any business eg Tentage / Catering / Decorations with AVI (Club). However in case a Member wishes to enter into such a contract with AVI (Club), then he/she and spouse will surrender the Membership of AVI (Club) including surrender of AVI (Club) Cards for the duration of such Contract.

42.1.2 Business By Relative Of Member With AVI (CLUB). In case any Relative as defined in Rule 1 (g) enters into any contract with AVI (Club), the concerned Member will not be eligible to be President/ Vice President/Member of the Management Committee for the duration of such contract.

42.2 Bye- laws framed by the Management Committee or amendments carried out will require ratification by the General Body.

42.3 In particular, without prejudice to the generality of the Para 42 .1 such Bye-Laws may provide for all or any of the following matters namely:-

- (a) The time of opening or closing of any property of the Club or any part or activity or facility thereof.
- (b) The terms as to the payments or otherwise of admission of Members to participate, to the benefit of any of the privileges of the Club, whether by donation or subscription or otherwise in addition to the annual subscription by these articles as provided.
- (c) The admission of visitors to the property, functions and facilities and benefits provided by the Club.
- (d) The rules to be observed by the Members or Visitors playing any games and or facilities in or on the Club property.

- (e) The prohibition of any particular game/ facilities, on the Club property entirely or at any day or time.
- (f) The conduct of Members of the Club, their Dependents and Guests in relation to one another and the Club staff and that of the authorised contractors.
- (g) The setting aside of any part of the Club property for Particular purpose.
- (h) Procedure to procure goods / articles and maintenance there of.
- (j) Procedure to award contracts for works or removal of Club property.
- (k) Procedure to deal with disciplinary cases.
- (l) Procedure to award contracts for cafeteria, catering, tentage and decoration services.
- (m) Procedure for accounting and preservation of stores and books.
- (n) Instructions for security of the property, assets, Members and Staff of the Club.
- (o) Maintenance of diary of events for the week, month and year.
- (p) Procedure for handing / taking over between the two Management Committees.
- (q) Procedure for conduct of Management Committee meeting.
- (r) Specifying duties of Staff Members of the Club.
- (s) Procedure to maintain accounts and audit of the accounts.
- (t) Procedure to amend Bye-Laws.
- (u) Procedure for issue of duplicate card.
- (v) Terms and conditions for various classes of employees and lay down contents of contracts to be signed by each employee.

43. A copy of the Army Veterans Institute (Club) Rules and Bye-Laws shall be available in the Army Veterans Institute (Club) office with the General Manager Adm as well as in the library, for reference by the Members.
- 43.1 A copy of the Rules and Bye-Laws shall be furnished to every Member of the Institute on payment.
- 44. Powers and Duties.**
- 44.1 The general management and administration of the Institute shall vest in the Management Committee. Without prejudice to the generality of the above, the Management Committee shall have powers to carry out following within guidelines issued by the General Body and in accordance with laws.
- 44.2 Collect, manage and allocate funds for all **actions keeping in mind the Aims and Objectives of the Institute.**
- 44.3 Open or operate Bank Accounts (Saving / Current / **LONG / SHORT** term Fixed Deposit / Recurring) with any Nationalized / Public Sector undertaking or reputed Private Sector Bank. Bank account shall be opened in the name of the Institute
- 44.4 All such Accounts shall be jointly operated by at least two persons between Vice President, Finance Member and General Manager Adm.
- 44.5 Raise loans, draw overdrafts, take advance at interest or otherwise from the Government, Local Authorities, Banks etc for the Institute in case of urgent need.
- 44.6 Manage, purchase, own, take on lease or otherwise acquire any building or lands for the Institute.
- 44.7 Manage, purchase, sell, lease, transfer or otherwise deal with all or any of the Movable Property of the Institute.

44.8 Constitute Committees / Sub-Committees and delegate to them or any of them such functions as may be deemed proper in accordance with the Rules. All the proceedings of the various Committees / Sub Committees shall be placed before the Management Committee for final disposal.

44.9 Fill any vacancy which may occur in the Management Committee/ Committees/ Sub Committees during the course of the year.

44.10 Appoint the General Manager Adm or any other staff on contract basis and lay down service conditions of the employees of the AVI (Club).

44.11 Deal with all executive and administrative matters pertaining to all or any of the aims or objectives of the Institute.

44.12 Any Member who persists in obstructing the meeting of the Management Committee, may be expelled from that meeting by The President.

44.13 Suspension from Membership for a period not exceeding six months by 2/3rd majority of the total Members of the Management Committee.

44.14 Work to be done by the Management Committee may be entrusted to the various Sub Committees to be constituted for different areas of work. The Member in charge shall be coordinator of the Sub Committee.

44.15 To decide/resolve all cases of prospective Members seeking Membership in any type of Membership. However, a 2/3rd majority will be mandatory to arrive at a decision.

44.16 Detailed duties of appointments will be laid down in the Bye-Laws.

Court Cases

45. Court Cases. . The AVI (Club) being a legal entity may sue or be sued in the name of its President/GMA. **With the approval of Management Committee,** the President may appear on behalf of the AVI (Club) or may nominate the Vice President, any member of the Management Committee, **General Manager Adm** of the AVI (Club) and / or authorize any Member or any person to represent the Institute in legal proceedings with power to engage counsel, sign and verify pleadings applications, appeals and any other document including affidavits and to conduct such proceedings on behalf of the Institute either in an honorary or paid capacity and to do all such acts as may be necessary for the pursuance of the case, including power to compromise and to pay costs, charges and expenses of and incidental to any of the aforesaid matters and things.

Monthly Accounts

46. The statement showing the Income and Expenditure of accounts of the Institute for the preceding month shall be furnished by the Finance Member / General Manager, Adm to each Member of the Management Committee for consideration at the monthly meetings.

Infraction of Rules and Bye-Laws

47. The Management Committee is empowered to initiate disciplinary action against a Member for infraction(s) of Rules and Bye-Laws. The procedure as laid down in the “Disciplinary Action Procedure” under Para 91 shall be followed. The Management Committee with 2/3 rd majority of Members present may suspend a Member during the process of inquiry and finally suspend him, if found guilty, up to 6 months including the suspension already gone into. Suspension beyond 6 months will require ratification by the General Body in its next meeting.

- 48. Unruly / Rude Behaviour and Misconduct by Member(s) / Guest(s).** At any time if any member(s) or any guest(s) of a member of the Club is found acting unruly/rude manner to the other member/ staff or his behaviour is unbecoming of a member / guest, he/she may be escorted out of the Club premises by any member of the Management Committee who is present in the Club or by any three members of the Club when no Committee member is present to maintain the decorum and the matter shall be reported to the President/**Vice President** of the Club for necessary action.
- 49. General Manager Administration** President, Vice President and 3 Members of The Management Committee shall appoint a General Manager Adm for carrying out day to day administration of the Institute, or such duties as may be assigned to him. He/ she will be paid monthly for this job. The Charter of duties will be laid out by the Management Committee. President, Vice President and 3 Members of The Management Committee may revoke such an appointment after giving a "Show Cause Notice" to the Gen Manager Adm (To be replied within 3 days). He/ She will be given a Notice of 30 days or Salary for such a period in lieu of Notice. In case General Manager Adm wants to resign, he/ she will have to give 30 days Notice or surrender 30 days salary. The General Manager Adm in the event of his/her not being a Member of the Institute shall not apply for Membership during his/her tenure. He/ She shall, however, have access to all the facilities as applicable to Members for himself / herself, his/her spouse and Dependent Children as perks during such period of employment. He/ she will not have any voting rights.

49.2 No Member of Management Committee including a co-opted Member is eligible to be employed as Gen Manager Adm within two years of vacating the post in the Management Committee.

General Body Meeting

50. Two General Body Meetings shall be held; First in the months of Feb/March shall be called Annual General Body Meeting (AGM) and Second in the month of Sep / Oct each year and shall be called Ordinary General Body Meeting (OGM) and all others as Extra Ordinary General Body meeting (EOGM).

Extra Ordinary General Body Meeting (EOGM).

51. In emergent situation the Management Committee may call an E O G M to decide upon the issue brought before it.

52. E O G M may also be requisitioned by permanent members not less than 50 in writing. The same shall be in original. The Management Committee has to call such a meeting within **30** days of requisition except in case of No Confidence Motion when it shall be **15** days. The quorum for the requisitioned meeting shall be 100 of permanent members. If the quorum is not complete within one hour of the time of the meeting the E O G M shall be adjourned without transacting any business. In any E O G M only the motion brought before it shall be discussed. No member including the Management Committee is allowed to raise any other point. **Maximum** Members requisitioning the EOGM must be present in the meeting. Their presence need to be authenticated by action such as show off hands or obtaining their signatures.

Proceedings of General Body Meeting.

53. The President or in his absence, the Vice President shall preside over the General Body Meeting. In case of a “No Confidence Motion” wherein the President and / or Vice President are also involved, the General Body shall nominate the Presiding Officer.

53.1 The first General Body meeting shall be held in the month of Feb/ March every year. Proceedings of the first O G M shall cover the following:-

53.1 (i) President's Report and its consideration.

53.1 (ii) Passing of Minutes of the last General Body meeting.

53.1 (iii) Consideration and passing of budget proposals for the next financial year and balance sheet up to Q/E December.

53.1 (iv) Appointment of auditors for the next financial year.

53.1 (v) Discussion on points submitted by the Members.

(vi) Discussion on points raised by Members with the permission of the Chair.

53.2 **Second General Body Meeting.** The Second General Body meeting shall be held in the month of September / October each year. The proceedings of the second O G M shall cover the following:-

53.2 (i) President's Report and its consideration.

53.2 (ii) Passing of Minutes of previous O G M / E O G M.

53.2 (iii) Audited Income and Expenditure Account and Balance Sheet up to the last day of the preceding Accounting Year.

53.2 (iv) Discussion of Auditors Report and Action Taken Report of the Management Committee and Income / Expenditure Statement up to last date of the previous month.

53.2 (v) Passing of Accounts.

53.2 (vi) Appointment Of Electoral Officer.

53.2 (vii) Discussion of Agenda items of the Management Committee including additional demands on Grants over Budget Proposals.

53.2 (viii) Discussion on points submitted by the Members.

53.2 (ix) Discussion on the points raised by Members with the permission of the Chair.

Quorum of General Body Meeting.

54. One hundred Members present in person shall be the quorum for a General Body meeting to commence. Once a meeting has commenced, the quorum shall deem to be considered complete unless otherwise challenged. Whenever quorum is challenged and is found incomplete the meeting will be adjourned by the Chairperson. Any business transacted in contravention of requirement of quorum after challenge shall be deemed illegal, null and void.

Want of Quorum at General Body Meeting

55. In case the Quorum of AGM/OGM/EOGM is not complete within one hour. It will stand adjourned to the next date by the Presiding Officer. The quorum for the adjourned / next meeting shall be 50 members. However in case the quorum is still not complete and if at such adjourned meeting, a quorum is not **complete** as given in Para 54 ante, the members present will form quorum and transact the business schedule for such meeting. However financial matters shall not be discussed/decided upon in the absence of quorum.

Evidence of Proceedings at the General Body Meeting

56. At the General Body Meeting unless a division is demanded by at least five Members, a declaration by the Chairman that a resolution has been carried by a specified majority, or not carried by a specified majority and an entry to that effect in the book of proceedings of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.

Division

57. If a division is demanded as per Rule 56 above, it shall be taken in such manner as the Presiding Member of the meeting so directs. This may be at once or after an interval or adjournment or otherwise, and the result of the Division shall be deemed to be the resolution of the meeting at which the Division was demanded.

58. Adjournment of General Body Meeting.

58.1 The Chairman of the General Body Meeting may, with the consent of the Members adjourn the same from time to time but no business shall be transacted at any re-assembled meeting other than the business left unfinished from the meeting at which the adjournment took place.

Adjournment for Division

58.2 The adjournment for division shall not prevent the continuance of the meeting for the transaction of any business other than the matter on which be division has been demanded.

59. Special Concessions to Elderly/Infirm Members, Widows and Dependents of War Heroes.

59.1 Spouses and dependents of war heroes may be provided physical and financial help, if so required, in genuine and deserving cases by way of exemption of subscriptions and help in education of children by way of books, Stationary and tuition fee.

59.2 In case of demise of a Member/ spouse, the AVI (club) may provide physical / monetary assistance (in deserving cases) for arrangement of funeral of the deceased.

60. Amendment of Rules

60.1 These rules cannot be altered or added to except by the General Body of the Institute.

60.2 The proposed amendments will be posted on AVI **Website, kept in Library 15 days** in advance and all members will be informed through Notice, SMS, Email and Whatsapp.

Notice of Amendment by Members

61. When a Member wishes to propose any alteration in the Rules and Bye-Laws of the Institute he shall intimate the same to the General Manager Adm, forwarding at the same time a copy of the amendment proposed at least 15 days before the date fixed for the respective concerned committee meeting along with the existing Rule(s) / Bye-Law(s) and reasons thereof.

Accounts

62. The Management Committee shall keep accounts of all sums of money received and expended by the Institute and of all matters in respect of which such receipt and expenditure take place and of the assets, credits and liabilities of the Institute.

Books of Accounts

63. The books of accounts shall be kept at the main office of the Institute. Accounts would be maintained based on commercial system of accounting. All bank accounts shall be operated jointly by not less than two persons between Vice President, Finance Member and Gen Manager Adm. The books of accounts are as follows:-

- 63.1 Ledger -summary of accounts.
- 63.2 Cash book.
- 63.3 Bank book.
- 63.4 Journal book transfer entries.
- 63.5 IRLA individual accounts.
- 63.6 Annual accounts.
- 63.7 Any other Book or Ledger.

64. At the second General Body meeting, the Management Committee shall lay before the Members, audited income and expenditure account and balance sheet containing a summary of the assets and liabilities of the Institute made up to the last day of the preceding accounting year. Copies of such accounts, balance sheets and reports shall be exhibited on the Institute notice board at least fourteen days before the date of meeting.

64.1 Action taken report on the audit objections if any, shall be placed along with the Auditors Report for consideration of the General Body.

64.2 The Institute accounting year shall be from **01** Apr to **31** Mar next year.

64.3 In case there is no elected Management Committee for any reason, then the account may be operated by the Electoral Officer and the General Manager, Administration. However, they will function within the sanctioned budget.

Auditing of Accounts

65. At least Once in a year, the accounts of the Institute shall be examined and the correctness of the Income and Expenditure Accounts and Balance Sheet ascertained by one or more auditors.

Appointment of Auditors.

66. The auditor or auditors shall be appointed by the Management Committee every year from among the registered professional auditors. Such appointment has to be approved by the General Body Meeting as laid down in Para 53 above.

66.1 No person who holds an office in the Management Committee of the Institute or is indebted to the Institute shall be nominated as an auditor.

66.2 An auditor who has finished his tenure (s) of shall be eligible to reappointment.

Remuneration of Auditors

67. The remuneration of the auditors shall be fixed by the Management Committee. An auditor leaving office shall be eligible for reappointment. If only one auditor is appointed, all the provisions herein contained relating to auditors shall apply to him.

Duties of Auditors

68. The auditors shall be supplied with copies of Income and Expenditure, account and balance sheet intended to be laid before The General Body Meeting at which the same are to be submitted and it shall be their duty to examine the same with the accounts and vouchers relating thereto and to report to the Management Committee on the state of accounts and consult other Chartered Accountants, if so required.

Powers of Auditors

69. Auditors shall, at all reasonable times, have access to the books and accounts and related documents of the Institute and they may in relation there to, examine any Member of the Management Committee.

Closing of Accounts

70. The annual accounts of the Institute after audit, shall be passed by The Annual General Body Meeting.

Internal Audit

- 71.** The Management Committee shall arrange to get the accounts of the Institute audited by an internal audit board comprising one Member of the Management Committee and two Members other than the Members of the Management Committee once in three months. It will be ensured that the Finance Member of the erstwhile Committee whose accounts is to be audited is not a Member.

Financial Powers

- 72.** The Management Committee shall have full powers for the day today running of the Institute. No financial limits are imposed on any budgeted expenditure. For Non Budgeted expenditure, Refer to Para 72.2 The Management Committee may delegate their financial powers to the President, Vice President, Coordinator Sub-Committees, General Manager Adm or any other office bearer from time to time on as required basis.

72.1 Budgeted Expenditure : To the extent the amount is approved in the budget, all norms for contracts including calling, opening and evaluating of tenders, evaluating status of the contractors, security conditions like deposits, bank guarantee and penalty clause and local purchase on contractor's cost and so on shall be strictly applied. Advance payment of not more than 50% of the total amount may be made only in exceptional circumstances to reputed, reliable organizations on merit or against irrevocable bank guarantees.

72.2 Non Budgeted Expenditure : Up to **Rs.1,00,000/-** per transaction limited to Rs Four Lakh maximum in a year. The limit of **Rs. 1/- lakh** may be revised by General Body Meeting any time and revised again thereafter. Such expenditure will be authorized and approved on Minute Sheet. Approval of General Body will be required for such expenditure in its next Annual General Body Meeting

72.3 Expenditure on staff salaries and other allied expenditure shall not exceed 70% of monthly income. At least 30% of monthly income must be utilized for development, maintenance, up keep, recreation and welfare activities for Members.

72.4 Budget proposal for the current year shall be got approved by the Ordinary General Body meeting during Feb/Mar every year. However The Management Committee shall be empowered to incur expenditure up to 25% of the previous year's budgeted expenditure till the presentation of the budget to the General Body on wages, salaries, procurement of consumables for day to day use in the Club, payment of water, electricity and telephone bill etc., till the budget is passed. The above provision shall be used on rare occasions only as emergency measure to cope with extra ordinary situations. All such expenses shall be put up to the General Body at the earliest for its ratification.

Election Process

73. Under normal circumstances, election for Management Committee shall be conducted in the month of January every year. General Body may, however, authorise interim elections under exceptional circumstances, if so required. The term of the Management Committee so elected would be specified by the General Body.

74. Elections will be conducted under the supervision of an Electoral Officer who may be appointed during second General Body meeting as per rule 53.2 (v). For the purpose of conducting elections, the General Manager Adm shall function under Electoral Officer with out any interference from the Management Committee.

75. The Electoral Officer may appoint Chief polling officer Eleven Polling Officers for duties as under :-

- (a) Polling Officers For issue of Ballet papers
-6 (2 for each Sector).
- (b) Polling Officers For Counting of Votes :-
 - (i) President - 1.
 - (ii) Vice President - 1.
 - (iii) Members - 2 (With 2 Computers).
- (c) Reserve - 1

They will supervise the polling for the assigned specific appointments, counting of votes and compilation of results. The Chief Polling Officer will also act as the Returning Officer. Other administrative staff will be provided by the General Manager Adm. Chief Polling Officer will also draft Polling Instructions.

76. The election shall be conducted in accordance with Rules, Bye-Laws and instructions by the Electoral Officer from time to time.

76.1 The General Manager Adm will issue Notification for Election in consultation with the Electoral Officer. This will be mailed / delivered to the Members at their address registered with the A V I (Club) besides being displayed on A V I (Club) Notice Board. Notification for Election to Management Committee 2019-20 is given at Annexure 1. Notice of Election will also be published in a local News paper.

76.2 After issue of Election Notification, no New Project / Function shall be planned / organized and non budget expenditure shall be limited to **Rs. 1 Lakh/-** per transaction except expenditure incurred on conduct of Election till the term of the Management committee.

- 77.** The Gen Manager Adm will arrange display of updated list of members eligible to contest and/or exercise their vote as per the eligibility conditions, the Army Veterans institute (Club) Notice Board and Library alongwith the Election Notification.
- 78.** The General Manager Adm will be authorised to issue various notifications /instructions / circulars / forms for the conduct of elections within the policy framework for the elections, in consultation with the Electoral Officer. He will also provide complete administrative support for the elections.
- 79.** Nomination forms will be initialled by the General Manager, Adm prior to their issue. Record of such issues will be maintained by the General Manager, Adm. Nomination Forms can be collected and deposited by the Contestants in person or through their Authorised Representative with a proper Authority Letter. Nomination forms for President, Vice President and Members are attached in Appendix B, C & D
- 80.** **ELECTION OFFICER WILL ANNOUNCE THE RESULT OF ELECTIONS**
- 81** Subsequent to the issue of Election Notification, following restrictions will be strictly adhered to:-
(a) No distribution of visiting cards and leaflets seeking votes within premises of AVI Club.

- (b) Contestants are not permitted to chair/address any meeting of AVI Members during official functions of the AVI (Club) and AVI (Club) Newsletter till the declaration of Election results.
- (c) No propagation through AVI (Club) Newsletter.
- 82** On the Polling day, NO canvassing is permitted in front of the Main Gate and within its vicinity on the road in front of AVI (Club). No Member will seek votes in any way, by word of mouth, distribution of printed material and soon.
- 83.** Vote by proxy is not permitted. Outstation Members are not allowed to vote for the election.
- 84.** Record of nomination papers received will be maintained by the General Manager Adm. These will be duly proposed and seconded by Members whose names appear on the electoral rolls and have no arrears/dues accruing to the Army Veterans Institute (Club) on the day of filing of nomination.
- 85.** Special committee to consider objections if any, may be formulated under arrangement of the Electoral Officer.
- 86. Eligibility of Contestants.**
- 86.1 As laid down under Rules 34 to 37 an Army Veteran Permanent Member, who is resident and owning property in Arun Vihar, Dwelling Units of AWHO is eligible to contest elections.
- 86.2 No arrears / dues should be accruing to the Army Veterans Institute (Club), on the due date for filing of nominations.

86.3 No individual can contest elections for any post of the Management Committee including President / Vice President if he/ she has already served on any post of the Management Committee for two consecutive terms subject to a maximum of five terms even if the terms are curtailed.

86.4 If a Member contesting for any appointment on the Management Committee of the AVI (Club) furnishes false information and / or withholds information which can debar him under the rules for holding an appointment in the Management Committee of AVI (Club), his / her appointment in the Management Committee shall be deemed to be terminated forthwith. He / she will also be debarred from contesting all future elections.

86.5 Any Member who has been expelled from any earlier Management Committee on disciplinary grounds is not eligible to contest elections for any post of Management Committee.

86.6 Any Member who is employed in any Firm/ Company / Govt / Semi Govt/ Non Govt organisation / consultancy firm / Legal Advisory Body for any consideration (Monetary or Non Monetary) or is working full time/ part time job anywhere is not eligible for contesting election.

86.7 GMA of AVI (Club) may contest the election subject to resigning 3 months before the election.

87. Eligibility to be a Voter in AVI elections.

A Permanent Member (ESM) / their widows and widowers who is not a defaulter under Rule 20 or 27 should fulfill all of the following conditions to be a voter in Elections:-

- (a) Cleared all dues of AVI (Club) **any time before voting.**
- (b) No pending disciplinary action.

87.2 If elections are likely to be delayed beyond the tenure of current Management due to natural calamity or any other unavoidable circumstances the affairs of the Club shall be taken over by Electoral Officer as contingency measure, from the day after the previous Management Committee Tenure has ended and Election should conducted within 60 days of taking over and hand over the Club Management to the newly elected Management Committee For running the affairs of the Club, during the intervening period of 60 days or till the new management is elected, the Electoral Officer shall nominate a Board of Members comprising of at least 3 Members, which shall elect its own President to preside over the meetings and function within the sanctioned budget.

88. Schedule of activities for election of Management Committee. (These are guide lines for Electoral Officer).

88.1 D-35 Formal Announcement of Elections.

88.2 D-35 Issue of Notification.

88.3 D 30 to D-27 Issue of Nomination Forms.

88.4 D-26 to D-25 Filing of Nomination Papers.

88.5 D-24 Opening of Nomination Forms.

88.6 D-24 to D-20 Scrutiny of Nomination Forms.

88.7 D 20 Display of Scrutinized List of Nominations.

88.8 D-19 to D-17 Filing of Objections and Appeals, if any, on the Nominations.

- 88.9 D-15 Disposal of Objections and Appeals.
- 88.10 D-13 to D-11 Withdrawal of Nominations.
- 88.11 D-10 Display of Final List of Nominations.
- 88.12 D-4 Receipt of Names of Polling Agents.
- 88.13 D-1 Final Briefing to Contestants, Polling Agents, Polling Officers and Polling Staffs.
- 88.14 D-1 Canvassing Ceases at 2350 hrs on D-1.
- 88.15 D- Day Election, Counting of Votes, Compiling of Results And Declaration thereof.

89. General

89.1. loss caused intentionally or damage done to the property of the Institute (Club) by a member / members shall be made good by the member or members concerned and the decision of the Management Committee will be final in this matter

89.2 Members shall have first preference to participate in every activity organized by the Institute.

89.3 The General Body shall be the Sovereign Body of the Institute (Club) vis-a-vis its members including the Management Committee. Decisions of the General Body arrived at, in accordance with laid down procedure(s) are binding on each member of the **Institute**: the AVI (Club) and the Management Committee and its Staff.

89.4 All the provisions of the Societies Registration Act will apply.

89.5 If an elected member consistently act as obstructionist towards the smooth functioning of MC, President may warn him verbally / writing and if no improvement is shown then President may call an EOGM to decide the issue within 15 days..

No Confidence Motion

89.6 A motion of No confidence/ vote of confidence, initiated / raised against an elected member persons(s) in a position of responsibility in the management is deemed not fit to hold that position because he/she they are inadequate in some aspects, fail to carry out their obligations or make decision that other members feel to be detrimental, to the organisation can be invoked and passed by the management committee.

(a) If the management committee decides by **two third majority** in favour of a **no confidence motion** against the President and / or Vice President / Member (s) of the management committee General Manager Administration shall call an EOGM within 15 days of passing of such a motion to decide the case. Presiding Officer will be nominated by the General Body.

- (i) Moral Turpitude
- (ii) Causing loss to the AVI (Club).
- (iii) Consistently acting as an obstructions in the smooth functioning of the AVI (Club).
- (iv) Financial irregularities.
- (v) Physical assault / use of criminal force/ against a member/ staff.
- (vi) Sexual harassment / exploitation.

89.6.1. The EOGM on its own or when recommended by the Empowered Committee based on the evidence produced and after hearing both parties may dispose off the case by a simple majority of members present and voting.

89.6.3 (a) Exonerate the Alleged Party if no case is made out against the Alleged Party.

89.6.3 (b) Order the Alleged Party to resign and debar such person(s) from holding any post(s) in the AVI (Club).

89.6.3 (c) Suspend and / or terminate Membership of the concerned Member(s). In case of Suspension, period of Suspension shall be specified.

89.6.3 (d) Lodge an FIR and register a criminal case(s) against the guilty person(s) to recover the losses if any, incurred to the Club.

Indemnity

90. The President, Vice President and Members of the Management Committee shall be indemnified for their bonafied action, carried out in good faith in the performance of their duties of the office concerned and shall be protected against all liabilities decreed by a court of law against the AVI (Club).

91.1 (i) Refer the matter to Discipline Committee to enquire, giving details of the case of violations, if any.

91.1 (ii) Preliminary inquiry by the coordinator of Discipline Committee.

91.1 (iii) Asking for comments from the Member against whom the complaint has been made.

91.1 (iv) Issue of Show Cause Notice, if required.

91.1 (v) Consideration of reply of Show Cause Notice, if received.

91.1 (vi) Hearing the Member's version by the Discipline Committee, if necessary.

91.1 (vii) Disposal of case or issue of written warning / censure (reprimand / severe reprimand) by the President after consultation in the Management Committee Meeting.

Discipline of Club Members

91. A complaint or a report of any breach of Club Rule(s), Bye-Law(s) by any Member of the Club shall be disposed off by the Management Committee in accordance with the principles of natural justice, equity and fair play. The following may be treated as guidelines:-

91.1 (viii) Disciplinary action by Management Committee up to suspension of Membership for a period not exceeding 6 months only by a 2/3rd majority of total Membership. Suspension beyond six months may be imposed by the Management Committee in extreme cases. This, however shall require ratification by the General Body by simple majority in its next meeting when due. However, the award of Management Committee shall continue to be implemented, till the General Body meeting is held.

91.1 (ix) Refer the matter for decision by the General Body in serious cases.

91.1 (x) Disposal of case by the General Body.

91.1 (xi) If the complaint is against the Management Committee, the General Body may nominate Enquiry Committee to investigate the case and to report to the General Body when it reassembles.

91.1 (xi) (a) The Enquiry Committee may issue Show Cause Notice.

91.1 (xi) (b) Consider the reply, if received.

91.1.(xi) (c) Hear the version of the accused.

91.1 (xi) (d) Advise voluntary resignation after making good all the losses, if any, suffered by the Institute.

91.1 (xi) (e) Summon Extra Ordinary General Body Meeting for decision.

91.1.(xi) (f) Suspend the person from the appointment held.

91.1. (xi) (g) Lodge FIR for Criminal Liability, if any.

91.1. (xi) (h) Lodge Court Cases against the accused for Criminal Financial Losses caused to the Institute.

91.1. (xi) (i) Take up case for termination of Membership.

91.1. (xi) (j) Appoint Legal Advisor(s).

Impeachment Proceeding

92 Whenever the E O G M is called to impeach the President and or Vice President or whole of the Management Committee, by minimum of 50 members in writing or two third majority of the Management Committee through a No Confidence Motion, the General Body shall initiate Impeachment Proceedings against the alleged office bearer(s) of the AVI (Club) and proceed as given under:-

92.1 Elect the Presiding Officer to preside over the EOGM.. **GMA to brief, MC will not participate in nomination of Presiding Officer.**

92.2 **General Body** will nominate an interim Management Committee after suspending The alleged party. **(In case the complete MC is suspended by the General Body)**

92.3 Appoint Committee to investigate and decide the case / issue in accordance with he provisions under Rule 89.6

92.4 The EOGM may act as laid down under Rule 89 to 91

Documentation

93. The following documents shall be maintained by the Society:-

- 93.1 Register of the Members of the Society.
- 93.2 Register consisting particulars of the Management Committee.
- 93.3 Register of the Members attending General Body meetings.
- 93.4 Register of the Management Committee Meetings.
- 93.5 Register of the Local Purchase Sanctions.
- 93.6 Stock Register (s).
- 93.7 Register of Employees.
- 93.8 Cash Register.
- 93.9 Accounts Book (s).
- 93.10 Record of Audit Objections.
- 93.11 Record of Loss and Written Off, if any.
- 93.12 Record of Balance Sheets.
- 93.13 Any other records as directed by the General Body, Management Committee and as advised by the Auditor and by the Dy Registrar of Society.

94. THE SOCIETY SHALL FUNCTION IN ACCORDANCE WITH THE REGISTRATION OF SOCIETIES ACT 1860 AS AMENDED AND APPLICABLE FOR THE STATE OF UTTAR PRADESH. ANY RULE VIOLATING THE PROVISION OF THE SOCIETY ACT 1860 AS AMENDED BY THE GOVT. OF UTTAR PRADESH AND RULES FRAMED BY THE GOVT. OF UTTAR PRADESH SHALL BE NULL AND VOID.

95. The Rules as approved by the Members in the General Body Meeting

ARMY VETERANS INSTITUTE (CLUB)

274, SECTOR - 29, NOIDA

Tele – 0120-4352195 to 197

**NOTIFICATION FOR ELECTION OF THE
MANAGEMENT COMMITTEE**

This Notification is being sent at the last known (registered) address of the members available as per the AVI (Club) Records. AVI (Club) will not be responsible for non- receipt of this Notification by any Member. Notification is also being displayed on the AVI (Club) Notice Board, other Institutions in Arun Vihar and published in the local daily 'Bazaar's Hot Deals'.

General

- 1.** Election for the Management Committee of the AVI (Club) will be held on (Sunday) in the AVI (Club) premises. Polling will commence at 1000 hours and close at 1300 hours. All other Club activities will remain suspended on upto 1330 hours. Entry into AVI (Club) on for the purpose of Voting will be permitted only to Permanent Members on production of AVI (Club) Membership Card through the right hand side Main Gate. However, other Members may enter the Club premises towards Family lounge, Restaurant and Conveniences through the left hand side of the Main Gate and remain that side only.
- 2.** Election shall be conducted in accordance with AVI Rules 73 to 88 and instructions issued by the Electoral Officer from time to time. Schedule is given at Appx 'A'. and nomination forms as Appx B to D.

3. Election shall be conducted under the overall Supervision of Col Col, will act as Reserve Electoral Officer. Election Notification and other related letters, Notices and Instructions shall be issued by the Gen Manager Adm after approval of Electoral Officer. Gen Manager Adm shall function directly under instructions of Electoral Officer without any interference from the Management Committee.
4. The Electoral Officer may appoint an Appellate Committee of three respected Members of the AVI (Club) to assist/advise him in disposing off the objections/representations, if any, received from the Contestants taking part in the elections.

Vacancies

5. Polling will take place on separate ballot (s) for the following :-
 - (a) President (b) Vice President
 - (c) Members - 5 (Five)

Eligibility for Voters and Contestants

6. Permanent members whose names appear on the Voter list.
7. Member can file Nomination for only one post. Any number of Nomination Forms can be filed for the same post.
8. **Eligibility of Voters.** A Permanent member (ESM)/their widow or widower who is not a defaulter under Rule 20 or 27 should fulfill all of the following conditions to be a voter in the elections:-
 - (a) Cleared all dues of AVI (Club) anytime before Voting.
 - (b) No pending disciplinary actions.

Nomination of Contestants

9 Members contesting Elections are required to submit their Nomination on the prescribed form (s), available on payment of Rs.100/- each during working hours fromto.....Process for filing Nomination would be as under:-

(a) Submitting Nomination papers in a Cover bearing in block letters "NOMINATION FORM" For President / Vice President/ Member indicating the Rank, Name and Membership Number of the Contestant. Contestants are advised to detach the acknowledgement slip printed at the bottom of the Nomination Form to enable them to obtain requisite receipt / acknowledgement.

(b) Nomination Forms should reach Gen Manager Adm, AVI (Club) either by hand or by Regd. post (Ack. Due), not earlier than 0930 hours on and not later than 1700 hours on

Opening and Rejection of Nomination Papers.

10 Nomination papers will be opened in the presence of Electoral Officer and Gen Manager Adm, AVI (Club) on

Scrutiny of Nomination Papers

11. All Nominations will be scrutinised for eligibility by Electoral Officer and Gen Manager Adm AVI (Club) from to The scrutinised list of Nominations will be displayed on AVI (Club) Notice Board on at 1700 hours. All candidates will be provided reasonable opportunity to examine the Nomination Papers filed with the Gen Manager Adm, AVI (Club) if they so desire on

- 12.** Objections, if any, will be lodged in writing with the Gen Manager Adm, AVI (Club) from 0930 hours on to 1700 hours on which will be disposed off by the Electoral Officer and Appellate Committee on Withdrawal of the Nomination (s) will be permitted from 1000 hours on to 1700 hours, The final list of Contestants will be displayed on the AVI (Club) Notice Board by 1700 hours on
- 13.** All contestants are required to provide 2 copies of their passport size photographs by for display on Notice Board within the AVI (Club) premises for information of the Voters. They will also forward the Names of their Polling Agent on the same day.

Polling

- 14.** Polling Staff and Polling Agents shall be present in AVI (Club) at 0930 hours on Each member shall produce AVI (Club) Identity Card/ Smart Card without which, Ballot Papers shall not be issued.

Election Practices

- 15.** Subsequent to the issue of Election Notification, following restrictions will be strictly adhered to:-
- (a) No distribution of Visiting Cards and Leaflets seeking votes within the premises of AVI (Club).
 - (b) Contestants are not permitted to chair/address any meeting of AVI members during official functions of the AVI (Club) till the declaration of Election results

- 16.** On the Polling day, NO canvassing is permitted in front of the main gate and within its vicinity on the road in front of AVI (Club). No member will seek votes in any way, by word of mouth, distribution of printed material and soon.
- 17.** NO CANVASSING IS PERMITTED IN FRONT OF THE GATE AND WITHIN ITS VICINITY ON THE ROAD IN FRONT OF AVI (CLUB) ON POLLING DAY. No Member will linger there and canvass in any way by word of mouth, distribution of printed material and soon.
- 18.** New members enrolled after issue of notification will NOT be eligible to vote.
- 19.** Voters list will be available on payment of Rs.250/- with effect from 01 Jan at AVI (Club) office.
- 20** Briefing of the Contestants, their Polling Agents, Polling Officer and staff shall be held by Electoral Officer on at 1100 hours at AVI (Club).

SCHEDULE OF ACTIVITIES FOR ELECTIONS

1. Schedule of activities for election o Management Committee. (These are guide lines for Electoral Officer).
 - (a) D-35 Formal Announcement of Elections.
 - (b) D-35 Issue of Notification.
 - (c) D 30 to D-27 Issue of Nomination Forms.
 - (d) D-26 to D-25 Filing of Nomination Papers.
 - (e) D-24 Opening of Nomination Forms.
 - (f) D-24 to D-20 Scrutiny of Nomination Forms.
 - (g) D 20 Display of Scrutinized List of Nominations.
 - (h) D-19 to D-17 Filing of Objections and Appeals if any, on the Nominations.
 - (l) D-15 Disposal of Objections and Appeals.
 - (j) D-13 to D-11 Withdrawal of Nominations.
 - (k) D-10 Display of Final List of Nominations.
 - (l) D-4 Receipt of Names of Polling Agents.
 - (m) D-1 Final Briefing to Contestants, Polling Agents, Polling Officers and Polling Staff.
 - (n) D-1 Canvassing Ceased at 2350 hrs on D-1.
 - (o) D- Day Election, Counting of Votes, Compiling of Result And Declaration there of.



ARMY VETERANS INSTITUTE (CLUB)

Arun Vihar, Sector-29, NOIDA - 201 303

NOMINATION FORM - FOR - PRESIDENT

S.No.

1. I (Rank & Name).....son of
Resident of House No.....Sector ARUN VIHAR NOIDA, my AVI (Club) membership No is.....
I wish to contest election for the Post of President/ Vice President / Member(strike out which
ever is not applicable), my Telephone No (s) are..... and Mobile No.....
2. Rank and Name of Proposer.....
House NoSector.....Membership No
Signature.....and date..... Tele No.....
3. Rank and Name of Seconder.....
House NoSector.....MembershipNumber
Signature.....date..... Tele No.....
4. I undertake to abide by Rules and Regulations of the AVI (Club) and act on the instructions issued by the Electoral
Officer and abide by the decision of the Appellate Committee in case there is any dispute regarding elections.
5. I hereby, certify:-
 - (a) That I have no outstanding dues of AVI (Club).
 - (b) That I have not been elected for the last two preceding consecutive terms of the Management Committee for any
post (s).
 - (c) That I have not been elected for five terms for any posts in the Management Committee of AVI (Club).
 - (d) That I am not an elected member in AVRWA or AVCC.
 - (e) That I am not doing any full time job in any organization or serving any where in any capacity, whatsoever, and
shall be available at all times, as and when required, for any duty related to AVI (Club)
 - (f) That I own a dwelling unit in Arun Vihar and residing therein.

Date.....
Signature of Contestant

6. Verification Remarks BY
Gen Manager (Admin).....

7. Accepted/ Rejected
Signature of Electoral Officer

ACKNOWLEDGEMENT

Received one sealed cover fromat.....
(Rank & Name) (Time & date)

Signature of Gen Manager (Admin)



ARMY VETERANS INSTITUTE (CLUB)

Arun Vihar, Sector-29, NOIDA - 201 303

NOMINATION FORM - FOR - VICE PRESIDENT

S.No.

1. I (Rank & Name).....son of
Resident of House No.....Sector ARUN VIHAR NOIDA, my AVI (Club) membership No is.....
I wish to contest election for the Post of President/ Vice President / Member(strike out which
ever is not applicable), my Telephone No (s) are..... and Mobile No.....
2. Rank and Name of Proposer.....
House NoSector.....Membership No
Signature.....and date..... Tele No.....
3. Rank and Name of Seconder.....
House NoSector.....MembershipNumber
Signature.....date..... Tele No.....
4. I undertake to abide by Rules and Regulations of the AVI (Club) and act on the instructions issued by the Electoral
Officer and abide by the decision of the Appellate Committee in case there is any dispute regarding elections.
5. I hereby, certify:-
 - (a) That I have no outstanding dues of AVI (Club).
 - (b) That I have not been elected for the last two preceding consecutive terms of the Management Committee for any
post (s).
 - (c) That I have not been elected for five terms for any posts in the Management Committee of AVI (Club).
 - (d) That I am not an elected member in AVRWA or AVCC.
 - (e) That I am not doing any full time job in any organization or serving any where in any capacity, whatsoever, and
shall be available at all times, as and when required, for any duty related to AVI (Club)
 - (f) That I own a dwelling unit in Arun Vihar and residing therein.

Date.....
Signature of Contestant

6. Verification Remarks BY
Gen Manager (Admin).....

7. Accepted/ Rejected
Signature of Electoral Officer

ACKNOWLEDGEMENT

Received one sealed cover fromat.....
(Rank & Name) (Time & date)

Signature of Gen Manager (Admin)



ARMY VETERANS INSTITUTE (CLUB)

Arun Vihar, Sector-29, NOIDA - 201 303

NOMINATION FORM - FOR - MEMBER

S.No.

1. I (Rank & Name).....son of
Resident of House No.....Sector ARUN VIHAR NOIDA, my AVI (Club) membership No is.....
I wish to contest election for the Post of President/ Vice President / Member(strike out which
ever is not applicable), my Telephone No (s) are..... and Mobile No.....
2. Rank and Name of Proposer.....
House NoSector.....Membership No
Signature.....and date..... Tele No.....
3. Rank and Name of Secunder.....
House No.Sector.....MembershipNumber
Signature.....date..... Tele No.....
4. I undertake to abide by Rules and Regulations of the AVI (Club) and act on the instructions issued by the Electoral
Officer and abide by the decision of the Appellate Committee in case there is any dispute regarding elections.
5. I hereby, certify:-
 - (a) That I have no outstanding dues of AVI (Club).
 - (b) That I have not been elected for the last two preceding consecutive terms of the Management Committee for any
post (s).
 - (c) That I have not been elected for five terms for any posts in the Management Committee of AVI (Club).
 - (d) That I am not an elected member in AVRWA or AVCC.
 - (e) That I am not doing any full time job in any organization or serving any where in any capacity, whatsoever, and
shall be available at all times, as and when required, for any duty related to AVI (Club)
 - (f) That I own a dwelling unit in Arun Vihar and residing therein.

Date.....

Signature of Contestant

6. Verification Remarks BY
Gen Manager (Admin).....

7. Accepted/ Rejected

Signature of Electoral Officer

ACKNOWLEDGEMENT

Received one sealed cover fromat.....

(Rank & Name) (Time & date)

Signature of Gen Manager (Admin)