

“UNITED CLUB OF UTORDA”

CONSTITUTION & BYE-LAWS

Article I

Name : The Name of the Club Shall Be **‘United Club of Utorda’**

Address: The Club shall have until decided otherwise its address as follows:
C/O. Our Lady of Lourdes Church
Utorda P.O. Majorda,
Salcete Goa.

Article II

Definitions: In This Constitution, unless the Context otherwise requires, the words defined herein shall have the meaning assigned to them, with all grammatical variations.

- a) Club: Means ‘ United Club Of Utorda’
- b) Member: Means a Person whose Membership is in force.
- c) Accounting Year: Means a Period of 12 Months commencing 15th June and ending 14th June.
- d) Term: Means a Period between 15th June to 14th June, or as decided by Special G.B.
- e) Village: Village Of Utorda and Surrounding areas encompassing the Parishioners of Utorda.
- f) Financial Year: 1st April to 31st March.

Article III

Aims & Objectives of the Club:

- a) To Promote / Conduct all forms of Social, Cultural, Educational ,Recreational and Sports activities.
- b) To foster amongst the Individual Members of the Club, a Spirit of brotherhood, offering them Opportunities for Personal participation and development In the Social advancement of the Village.
- c) To donate or otherwise assist in any manner, to any charitable cause of the club.
- d) To grant relief, in any form to the destitute and the needy from the village in particular and to similar other persons in general.
- e) To promote and protect the privileges and interests of the club.
- f) To ensure peace and harmony in the village as well as to further co-operation amongst the members of the club.
- g) To raise funds towards the construction of the club building.
- h) To promote all that is possible and necessary in order to ensure development of the village and its villagers.

Article IV

Membership of the Club:

- a) There shall be members, who are residents/ natives of the village and the surrounding areas i.e. Bebbepedda, Marabhat and Curillo.
- b) Any person desirous of joining the club should do so after completely filling in the requisite admission form/s provided such form/s is/are accompanied by the recommendation of at least 2 members of the general body.
- c) The members shall have the right to object and withhold admission of any person/ persons into the club but this objection will have to be supported by a simple majority of members present at such meeting.
- d) The person so admitted, will have to pay such admission fee or monthly subscription as may be decided by the club from time to time.

Article V

Type of Members:

There Shall be Four Categories Of Membership.

- a) Patrons: Those persons who donate not less than Rs. 25,000/- or as fixed by the G.B. of the club, in cash or equivalent in kind to the club.
- b) Benefactor/S: Those who donate not less than Rs. 10,000/- or as fixed by the G.B. of the club, in cash or equivalent in kind to the club.
- c) Founder Members: All those, whose membership was in force as on 13th may 1993.
- d) Ordinary Members: All (other) members who's membership is in force.
- e) Honorary Members: All those individuals, who in the opinion of the general body of the club have rendered outstanding or distinguished service towards the cause of humanity in general and the ideals of the club in particular, and whose membership is approved by the general body of the club, for nomination.
- f) Life Members: All those enrolled, with a life membership fee which shall be fixed by the G.B. of the club. The members shall enjoy all the benefits, rights and privileges/duties as that of ordinary members.

Article VI

Rights and Duties of the Members

1. To attend the general body meeting without hindrances regularly.
2. To take part in various activities organized by the club.
3. To elect and be elected to hold any of the offices of the club.
4. To propose or second admission of the members.
5. To examine the administration of the club by the Executive body.
6. To examine and demand for the accounts of the club and the balances held in the club's bank account.
7. To observe rigorously the contents of the present statues and internal regulations of the club.

8. To contribute by all means at their disposal, towards the prosperity and prestige of the club.
9. To discuss any grievances towards any member of the club, at the club's meeting and not at public places.
10. To avoid and refrain disclosing private affairs of the club discussed at meetings, to any non-member, if such disclosure will adversely affect the progress of the club.
11. To discharge the duties of the office to which they may be elected except in case of justified impediment.
12. To actively contribute towards the progress and success of the news bulletin "**Utordechim Kirnnam'**
13. To pay fees/dues as may be prescribed from time to time.

Article VII

Termination, Suspension and Resignation of Members:

- a. Membership of a person may be suspended for a period determined by the general body or terminated when in the opinion of the general body of the club with 3/4th majority present at the meeting.
 - i. A member works against the interest and objectives of the club.
 - ii. A member absents himself / herself at more than 6(six) consecutive general body meeting and fails to show any interest in the activities and progress of the club. However, he/ she can be excused on valid reason.
 - iii. A member suffers from a contagious disease, mentally unsound or nervous breakdown.
 - iv. A member is found guilty by a court of law of a grave criminal offence.
 - v. A member resigns voluntarily. However the right to accept or reject such resignations shall reset with the General body of the club.

Note (A): In case of termination/suspension of member under (i) (ii) (iii) and (v) above the executive will serve a notice to the member, against whom such action is initiated, demanding an explanation about his/hers activities and behavior vis-à-vis the club and further show cause as to why his/hers membership should be suspended or terminated as the case may be, which should be returned and replied to, within 15 days, of written notice served to the member.

Note (b): Outstation members/ those working abroad/on the ship, with the valid reason for such abstention, may be exempted from the above.

Article VIII

Readmission/ Restoration of Membership:

- a) Members who have resigned voluntarily or whose membership is terminated may be allowed readmission on a fresh application made to the club before the expiry of not less than 24 months from the date of such resignation or termination of membership.

- b) Membership of those suspended will be restored automatically on the date on which the suspension ceases.
- c) Membership of suspended under clause (iii) membership will be restored if they were found medically fit on due course.

Article IX

Income and Expenditure Of The Club

The Income of The Club will Be generated by:

- a) Donations from well wishers, sponsors and others.
- b) Membership fees / dues.
- c) Proceeds of various activities including souvenir.
- d) Any other activity, decided by the club.
- e) However any donation/sponsorship/loan etc. to the club may be stopped or rejected by the G.B., if in the opinion of the majority of the members present at such meeting, the sponsorship/ donation/loan will adversely affect the interest of the club, or promote disharmony, in the village.

The Expenditure Will Be For:

- a) Various activities of the Club, in adherence to its aim and objects.

The income generated will be deposited in a saving bank account with Corporation Bank, Utorda and any other Bank as decided by the G.B. and surplus funds may be invested in fixed deposits/ shares/ or any viable commercial activity.

Article X

Executive Committee

There shall be an executive committee for day to day functioning of the club and shall consist of following:

- 1) President 2) Vice-President 3) Secretary 4) Sports Secretary
- 5) Treasurer 6) Editors 7) I.P.P. 8) Asst. Sports Secretary
- 9) Executive Members – 3 Members.(or the number will be determined at the Election meeting but will not exceed 8)

Note: 1) The parish priest shall act as advisor to the executive committee and for all purpose be a part of the executive committee.

Note:2) The outgoing president shall be the I.P.P.. If however, the President is elected for a second term consecutively or elected to any other office of the club, the past President immediately preceding the current incumbent, shall act as I.P.P.

Article XI

Powers/Functions of The Executive Committee

The Executive Committee Shall:

1. Represent the club and its members at all times.
2. Take emergency decisions under short notice.
3. Hold monthly or quarterly meetings.
4. Prepare annual budget for the club.
5. Present the balance sheet and income and expenditure report to the general body at least once in a year.
6. Plan and implement various activities and programs of the club.

Article XII

General Body, Constitutions, Power And Functions

The general body shall comprise of all members, enrolled and eligible under article 'v' of the constitution and will have the president of the executive committee as its chairman.

The general body shall have the following functions and duties.

1. It shall meet at least once in 60 days.
2. It shall elect the executive committee in a special general body (Election meeting) convened every year in the month of May from among its members.
3. It shall if necessary co-opt member/s or non member/s on the executive committee.
4. It will approve the annual reports or activity reports submitted to it for approval by the executive.
5. It shall approve the statement of accounts, presented by the executive committee.
6. It shall remove or cause to have removed one or more members of the executive committee before the completion of his/hers term of office and also make suitable substitution for the same by a simple majority if it is found after inquiry to be done separately by a committee of it not less than 3 members from amongst the general body especially appointed by it for the conduct of the said enquiry, that the presence of such members is harmful for the smooth functioning of the Executive committee.

Article XIII

Meeting and Quorum

There Shall Be Four Kinds Of Meetings:

1. **General body meeting**: the General body meeting will be held at least once in 60 days but preferably on the second Sunday of the calendar month with at least a seven days prior notice. The general body is deemed to be convened and quorum established of at least $\frac{1}{4}$ the of the total membership present. If there is lack of quorum, of general body meeting shall be adjourned. It shall however be reconvened in 10 minutes after the stipulated time, irrespective of the members present.
2. **Executive committee meeting**: The executive committee meeting may be held at least once in 60 days on a date that is convenient and decided by it with at least 2 days prior notice. Quorum for the executive meeting $\frac{1}{4}$ th of the total executive committee. The executive committee may be adjourned for lack of quorum by half an hour and no quorum shall be required for such adjourned meetings.
3. **Emergency meeting of the executive committee**: This may be called and held to discuss matters of sudden and urgent importance with not less than 2 hours prior notice.

4. Extra ordinary general body meeting: An extra ordinary meeting of the general body shall be convened by the advisor within 15 days from the receipt of a written demand to him at least 25% of the total membership of the club provided the advisor is satisfied about the grounds for which the extra ordinary meeting is sought to be convened. The advisor only shall chair such a meeting.

Article XIV

Elections and Qualifications Of Executive Committee

1. The executive committee shall be elected for a period of 12 months but will function till such time a new executive committee assumes office.
2. No office bearer of the executive committee shall assume office, without the '**Oath of Office**' administered to him or her by the President.
3. The executive committee shall be administered the following 'oath of office'.

"I do solemnly swear that i shall faithfully executed the office of 'United club of Utorda' and will to be best of my ability serve as living example of this clubs philosophy and ideals and will defend, uphold and enforce the constitution and policy of the club at all times."

4. Nominations for the various posts shall be called from the floor of the house. Every nomination will have to be proposed and seconded by any two members respectively.
5. Co-opted / non-members will not be eligible to vote at elections.
6. The winner will be decided by the simple majority.
7. The executive committee shall be empowered to frame the detailed procedure of elections and other rules, not mentioned herein, which shall however be in conformity with the letter and spirit of this constitution.
8. At least 15 days written notice shall be served on the members regarding the time, date and venue of elections.

Qualifications:

1. Any member desiring to contest for the post of the President shall have to be a member of at least 3 years standing at the time of elections of which one year should be executive member.
2. Only members of at least 6 months standing in the club at the time of elections will be allowed to vote, propose or second a candidate during elections.
3. Those members eligible to stand or get elected to any post in the executive committee should have at least one year standing in the club at the time of elections.

Article XV

Powers And Duties Of The President:

The President Shall

1. Have executive powers in all matters not especially provided for in the statues in the internal administrative rules.
2. Supervise the management and give necessary instructions for the convenience of any meeting.
3. Execute and get executed all the resolutions of the general body and the executive committee.
4. Co-ordinate with the project manager to ensure success of projects.

5. Maintain order and decorum at the meeting, functions, outings and other activities of the club.
6. Maintain co-operation and harmony and settle any disputes rising out of misunderstanding amongst the members.
7. Sign all or any cheque / withdrawals as and when necessary jointly with the treasurer or secretary.
8. Not spend or authorize spending of an amount exceeding Rs. 2000/- (rupees two thousand only) without the prior approval of the general body.
9. Be the chief spokesperson and shall act the chief public relations man of the club.
10. However, the president and executive members should not spare platform for any political meetings, Parliamentary, Assembly and Panchayat polls as an capacity of the president of the U.C.U. however they can participate in above meets in their individual capacity without being labeled as official of club.
11. Chair all general body, executive and emergency meetings.

Article XVI

Powers and Duties Of The Vice- President:

The Vice-President Shall

1. Help the president as and when required.
2. Have assumed all the powers of the President in the latter's absence or under specific instructions from the president.

Note: in the absence of the President or the Vice-President to chair a meeting a senior member preferably a past President or any member of the executive shall be appointed for the specific purpose of chairing the meeting, who however shall assume all the powers of the President for the smooth conduct of the meeting.

Article XVII

Powers And Duties Of The Secretary

Secretary Shall

1. Inform all General body executive and emergency meetings to the members by notice.
2. Do all the acts of administration in order to carry out what is laid by the bye-laws and rules / regulations passed by the general body.
3. Write the minutes of the meeting, sign circulars and letters and notice as and when necessary with the President.
4. Maintain membership books and attendance register.
5. Shall endorse / sign any or all cheque or withdrawals as and when necessary jointly with the treasurer.

Article XVIII

Powers and Duties Of The Sports Secretary

The Sports Secretary Shall

1. Plan, conduct and promote sports activity of the club.

2. To organize football tournaments, sports meet, etc.
3. To raise funds for the sports activities.

Article XIX

Powers and Functions Of The Treasurer

The Treasurer Shall

1. Collect and demand membership subscription if any and also dues and over dues from various donors, sponsors and contributors.
2. Deposit the money received in the bank of the club.
3. Maintain all books of accounts.
4. Prepare income and expenditure account and balance sheet of the club and present the same to the General body meeting whenever required.
5. Sign all cheques / withdrawals jointly either with the president or secretary.

Article XX

Removal /Impeachment Of Office Bearers

1. For the impeachment of the president and executive members from the office or removal of any office bearer from the post, a prior notice of not less than 30 days will have to be given by at least 25% of the total membership of the club to the advisor or the president respectively, so as to convince a special meeting for the purpose.

In case of impeachment of the President the meet shall be chaired by the Advisor or in his absence or inability to do so, by the Vice-President of the club or any other person appointed for the purpose, by the members present at the said meeting.

Article XXI

Arbitration:

2. No member of the club shall be entitled to go to any Court of law or to commence any proceeding in connection with the activities of the club.
3. In all disputes between the members or / and the executive committee the dispute shall be referred to arbitrate by an Arbitrator or tribunal consisting preferably of the Parish priest or any senior respectable member/s, to be appointed by the General body and the decision of such Arbitrator or tribunal shall be final and binding on all parties of the dispute.

Article XXII

Waiver:

1. Any article of the constitution either partially or wholly, may be waived for a specific purpose by unanimous vote of the General body provided that 50% of the total membership of the club participates in the vote at the General body meeting.

Article XXIII

Amendment toThe Constitution

No amendments to the memorandum of the association / rules and regulations will be made, which may prove to be repugnant to the provisions of section 2(15), 11, 12 & 13 and 80G of the Income tax act 1961, as amended from time to time. Further no amendment will be carried out without the prior approval of the Commissioner of Income tax. The byelaws of the society shall be repealed, altered or rescinded by 3/4th majority of the members present at the annual General body meeting and in confirmatory of society registration act, 1860.

Article XXIV

Dissolution

In the event of dissolution or winding up of the society, the assets remaining as on the date of dissolution will under no circumstances be distributed among the members of managing committee/general body. But the same will be transferred to another society whose objects are similar to those of this society and which is duly registered under societies registration act & enjoys recognition under section 80G of the income tax act, 1961 as amended from time to time.

A special notice should be given and the general body meeting has to be called. Minimum 3/5th members of the total members of the total members must vote in favor of that motion. Then only the society will be dissolved keeping in view provisions of the societies registration act, 1860.