

‘Memorandum of Association’
Of
North India Taekwondo Association

1. Name of the Association

North India Taekwondo Association
2. The registered office of the Association

202 Old Housing Board Colony, Rohtak
3. The Head Office or National Head Office of the Association

The Head Office or National Head Office shall place at President/ Secretary General/ Treasurer residence or any city of India with the General Body approval.
4. Jurisdiction of the Association

India
5. Aims and Objects of the Association

The objectives, which are specific to a Association, shall be enumerated below. Some of the indicative objectives could be as under:

 - (i) To affiliate recognize and or patronize to State Taekwondo Associations and State Taekwondo Academies, State Sports Organization and or institutions actively working in Taekwondo and or Allied Sports and Sports provided they meet with the requirements of the Constitution and or Bye-Laws of the Association.
 - (ii) To provide foster and mention relations in between National, State and Districts

Organizations, Association and or Institutions concerned with objects similar to those mention therein.

- (iii) To conduct and or arrange Camp, Training Seminars in Taekwondo under Association for promotion of the said sports.
- (iv) To participate in National, Zonal, Inter State Level Sports events of Taekwondo and other similar sports.
- (v) To conduct the National/ State Championship of Taekwondo every year.
- (vi) To conduct or arrange coaching camps and examination for the course of Instructions, Referees and Judge etc.
- (vii) To organize/ arrange and manage the State Association and State Cup in Taekwondo and such other activities of the Association may consider desirable. The Association may consider other styles on demand.
- (viii) To do all and such lawful things of incidental or conducive for attainment of the above objects or any of them for the promotion of the said Taekwondo.

Byelaws
Of
North India Taekwondo Association

1. Name of the Association

North India Taekwondo Association

2. The office of the Association

Registered Office of the Association shall be
202 Old Housing Board Colony, Rohtak &
National Office of Association shall be
President/ General Secretary residence or
any city in India.

3. Jurisdiction of the Association

India

4. Membership:

(1) The Association shall have members including the founder members/ original subscribers.

(2) Eligibility:

In order to be admitted as member of the Association, a person:

- (i) must be 21 years of age on the date of admission;
- (ii) Should subscribe to the aims and objects of the Association;
- (iii) must have deposited the admission fee and annual subscription fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as member;
- (iv) must not be an insolvent and of unsound mind; and
- (v) must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.

(3) Kinds/ Types/ Categories of Members:

The Association shall consist of four different categories of members as under:

- (i) **Founder Members** – A member who has been admitted as a founder member at the time of registration of the Association and has paid the requisite membership fee to

the Association. The founder members shall also be deemed to have become Life Members of the Association

- (ii) **Life Members** - A person may be admitted as a life member on payment of the prescribed fees and such person shall continue to be the member of the Association for his life.
- (iii) **Ordinary Member** – An ordinary member may be admitted as a tenure member, say, for a period of two to five year(s), as the case may be, and he will cease to be a member of the Association on completion of his tenure, unless it is renewed by the Governing body for another tenure.
- (iv) **Honorary Member** – The Governing Body may admit individuals of the distinguished talent and merit or whose association is deemed to be beneficial to the Association or who has rendered services of outstanding merit to the Association or who is a distinguished citizen of India or any other country as Honorary Member of the Association, after obtaining consent of the individual, without payment of any membership or subscription fees. The Honorary members shall be entitled to attend the meetings and contribute to the deliberations but shall have no right to vote.

(4) Membership Fee & Annual Subscription:

- (i) The rates for membership of the Association and the annual subscription shall be as under: As may decided by the Association in its Byelaws:

Sr. No	Type of Member	Admission Fee	Annual Subscription
(i)	Founder Members	Rs. 2100/-	Nil
(ii)	Life Member	Rs. 1100/-	Nil
(iii)	Ordinary Member	Rs. 100/-	100/-
(iv)	Honorary Member	Nil	Nil

- (ii) The payment of annual subscription of member shall become due as on the 1st of April of every year, which may be paid latest by the 30th of June of such year. The membership of a defaulting member shall be deemed to be under suspension after the due date (30th June) and such member shall not be entitled to cast his vote during the elections of the Association held

after 1st July of the said year.

- (iii) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default with along with 18% interest on the amount payable. However, he shall not be eligible to cast his vote in any election held during the remainder of the financial year.

Units Members	Membership Fees	Representative
a) State Association	Rs. 2000 P.A.	One Representative
b) Academy/ Department	Rs. 5000 P.A.	One Representative
c) Associate Member	Rs. 1000 P.A.	One Representative

- i) The one time Registration Fee is Rs. 3000 Per State Association and Rupees 1000 for Member Units. All such fees shall be payable in Association within 30 days from the commencement of the Calendar year.
- ii) Those members whose fees are not received in the Association up to three Calendar months from the due date i.e. commencement of the financial year may ceased to be the member of the Association. However they will have the right to appeal to the Secretary General.

(5) Admission Procedure (for members other than the subscribers):

- (i) The admission of a person as a member of the Association shall be decided by its Governing Body from time to time;
- (ii) An individual willing to be member of the Association has to submit an application in prescribed form, and along with supporting documents to the Secretary duly filled in and signed and recommended by a regular member of the Association.
- (iii) The Secretary shall examine the application and place the same before the Governing Body for a decision.
- (iv) The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- (v) The approval of the Governing Body shall be intimate to the member, his name shall be entered in the register of members, to be maintained in such manner& form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and

he/she will be issued an Identity Card of the Association.

(6) Identity Card for every member: Every person admitted as a member will be issue an identity card containing his/ her photograph, brief particulars and membership category, duly signed by the Individual Member and the General Secretary of the Association.

(7) Rights & Obligations of Members:

- (i) All the members of the Association shall be bound by the rules and regulations of the Association as contained in its byelaws and amended from time to time;
- (ii) Every member, except an Honorary member, shall have a right to cast his vote at the elections of the Association provided such member is not a defaulter in payment of any dues of the Association and the annual subscription for period of three months beyond the due date;
- (iii) Every member of the Association shall have the right to inspect the books of accounts, books containing the minutes of proceeding of the general meetings, meetings of the Governing Body and register of members of the Association on any working day by giving a notice of seven days.
- (iv) Every member shall inform the Association about any change in his address, which shall be duly recorded in the register of members of the Association and upon which the Association shall issue a fresh Identity Card to such member.

(8) Cessation of Membership: Any person admitted as a member shall cease to be a member of the Association in the following events:

- (i) Attracts the provisions contained in Section 22 of the Act;
- (ii) Upon his/ her acting contrary to the aims and objectives of the Association;
- (iii) Upon such member being found guilty of a financial misappropriation of the funds of the Association;
- (iv) Upon indictment and directions for removal by the District Registrar/ Registrar / Registrar General of Societies;
- (v) An Honorary member shall cease to be a member of the Association, if the Governing Body, decides so by passing a resolution in this behalf.

5. General Body:

- (1) Every person admitted as member shall be a member of the General Body of the

Association and shall be entitled to cast his vote for the election of the Governing Body of the Association unless he is in arrears of payment of any dues of the Association, including the annual subscription.

(2) Every member shall cast his vote in person and no proxy voting shall be allowed.

6. Meeting of the General Body:

(i) A meeting of the General Body of the Association will be held as and when required. However, at least one meeting of the General Body of the Association, called as the Annual General Meeting (AGM) will be held in a year, within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the Association in addition to transaction of any other business of the Association as may be required.

(ii) The Governing Body of the Association may convene an extra-ordinary meeting of the General Body of the Association at any time after giving due notice as prescribed hereunder, either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the General Body.

(iii) For any meeting of General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.

(iv) A meeting of the General Body may also be convened at a shorter notice, if agreed to, be a majority (at least above 50% of the total members) of the members of the General Body.

(v) Quorum for the meeting of the General Body will be 40% of the total members entitled to vote and present in person, subject a minimum of four members. In case of a meeting adjourned for want of quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The General Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Association are present.

- (vi) The proceedings of all meetings of the General Body will be recorded in the minutes book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the Association.

7. Power, Functions & Duties of the General Body -

- (i) To guide the Association in determining and fulfilling its aims and objects.
- (ii) To decide policy matters such as change of name of the Association, amendment in the Memorandum of Association and the Byelaws of the Association, approval of annual accounts of the Association, approval for disposal of immoveable assets of the Association etc. and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act & Rules, 2012.
- (iii) To elect the members of the Governing Body.
- (iv) To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

8. Governing Body:

- (1) Composition: The Governing Body of the Association shall consist of total of 9 Office-bearers and Members as under:
 - a) President
 - b) Vice President
 - c) Secretary General
 - d) Secretary
 - e) Joint Secretary 3
 - f) Treasurer
 - g) Executive Member

(2) Election of the Governing Body:

- (i) The Term of the Governing Body shall be three years from the date of approval of its election by the District Registrar:
- (ii) The Governing Body will declare the Schedule of Elections and appoint the Returning Officer for conduct of elections and also notify/ display a list of members of the General Body entitled to vote at least 45 days prior to the holding of the General

Meeting for conduct of elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time & the manner. The information w.r.t. holding of election for the Governing Body shall also be sent to District Registrar to appoint observer, if he so desires.

- (iii) Any objections qua the list of members of the Association entitled to vote shall be decided by the Returning Officer in consultation with the office-bearers of the Association. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filed within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office-bearers and the executive members of the Governing Body.
- (iv) The Returning Officer will display a list of the contesting members on the notice board of the Association. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the Association.
- (v) After closing hours on the date of the poll, the returning officer will declare the results and constitute the Governing Body of the Association. A list of the elected office-bearers and executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- (vi) The officer-bearers of the Association shall not be entitled to any remuneration for rendering services to the Association.

(3) Filling of any Causal Vacancy on the Governing Body:

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason, may be filled-up by the Governing Body, if required, from amongst the members of the General Body, if required, from amongst the members of the General Body on adhoc basis till the holding of next Annual General Meeting of the Association. Such adhoc member of the Governing Body shall cease to be a member of the Governing Body on the date of the next Annual General Meeting. If his appointment is not approved in the Annual General Meeting by a

majority vote for the balance term of the Governing Body.

(4) Meeting of the Governing Body -

- (i) The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at least once in every quarter and there will minimum four meetings of the Governing Body in a financial year.
- (ii) A clear notice of three days of every such meeting will be given by the Secretary of the Governing Body to the office bearers and members before the date appointed for the meeting. However, the Governing Body may meet at shorter notice, wherever so required, with the consent of at least fifty percent of its members.
- (iii) The quorum of the meetings of the Governing Body shall be at least 40% of the total members of the Governing Body, subject to a minimum of 5 members. In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The members present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- (iv) The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by the Chairman of the meeting and the Secretary of the Association. In case the Chairman or the Secretary is not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the Governing Body.
- (v) The minutes of every meeting of the Governing Body will be placed for confirmation in the succeeding meeting of the Governing Body.

(5) Powers, Functions & Duties of the Governing Body -

- (i) The Governing Body will be responsible for achieving the aims & objectives of the Association and shall work in the best interest of the Association, for which it shall be empowered to deploy the funds & assets of the Association for the stated objectives.
- (ii) The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- (iii) The Governing Body shall have full charge of all immovable properties and movable assets belonging to or vested in the Association and these will be managed in such a

manner as it considers appropriate subject to the overall control and directions of the General Body of the Association.

- (iv) The Governing Body shall be competent to invest the funds in the manner it considers appropriate in the best interests of the Association and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the Association in the manner decided.
- (v) To constitute various standing or adhoc Committees for looking after such functions as may be assigned from time to time.
- (vi) To create provision for engagement of regular or part-time employees of the Association to look after the secretarial, accounting and other functions in a seamless manner.
- (vii) To outsource certain functions e.g. cleaning, security and similar other maintenance activities of the premises of the Association.

(6) Powers, Functions & Duties of individual members of Governing Body -

(i) President:

- a) To preside over all the meetings of the General Body and of the Governing Body and regulate the proceedings of such meetings.
- b) To do all such acts, deeds and things as may be authorized by the General Body and/ or the Governing Body from time to time.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Association/ General Body.
- e) To ensure strict compliance of the provision of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the Association.

(ii) Vice President:

In the absence of the Presidents, One Vice President will act as the President and perform the duties assigned to him.

(iii) Secretary General:

The Secretary General will transact all business of the Association. He will be the Custodian and responsible for all records/ properties etc. of the Association. He will

maintain the minutes of the Association. In all the matters the final say/ decision of member of all the Committees/ Associations of the Association. He will fill any post fallen vacant in the Executive Committee with the approval/ permission of President/ Vice President for the remaining term. He will supervise the activities of the District/ State/ Academy and Member Units and can take the disciplinary action and or remove any office bearer. He will call the General/ Executive Body Meeting of the Association. He will keep the membership register, meeting proceeding register, stock register, cash book and other records of the Association. He can appoint the instructor/ Coach for the Association to teach the sport. The Secretary General may be technical or not for Taekwondo so that he/ she can think widely about the promotion of the sport. He will responsible for carrying out the General Business of the Association of including minutes.

- a) To conduct, organize, supervise and manage all the affairs of the Association and do all such acts and perform all such duties for the working of the Association as may be assigned by the President/ Governing Body.
- b) To receive, scrutinize and place applications for membership of the Association before the Governing Body and to enter the name of the members, it approved, in the register of members under his initials and to intimate the members about the same and issue identity cards to the members so admitted;
- c) To convene meetings of the General Body/ Governing Body with the consent of the President and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meeting and record proceedings of all the meetings.
- e) To prepare annual report of the Association and place it before the Governing Body along with audited annual accounts of the Association, for approval to place the same before the General Body in the Annual General Meeting.
- f) To keep and preserve the records of the Association/ Governing Body.
- g) To help and assist the President in looking after the complete affairs of the Association and in attaining aims & objects of the Association.
- h) To ensure timely filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana

Registration and Regulation of Society Act, 2012 and the rules made thereunder.

- i) To be the custodian for safe custody of common seal of the Association and affix the same, wherever required, as per the authorization of the Governing Body.
- j) To conduct correspondence on behalf of the Association/ Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before the Governing Body.
- l) Act as the overall in-charge of the administration and execution of all the programmes of the Association/ including financial affairs on behalf of the Governing Body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointments/ engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Association in accordance with the delegations by the Governing Body from time to time and where no such delegation is specifically made, in consultation with the President of the Association.

(iv) Secretary :

In the absence of the General Secretary, Secretary will act as the General Secretary and perform the duties assigned to him. He will also look after the office work.

(v) Joint Secretary: They will assist Governing Body/ President and Secretary General in their official work and perform the duties as assigned by Governing Body.

(vi) Treasurer:

- a) To keep accounts of all financial transactions of the Association and of all the sums of money received and spent by the Association and maintain records of receipts relating to such matters, and of assets, credits and liabilities.
- b) To get the accounts of the Association audited by the chartered accountant appointed by the General Body at the close of the Financial Year, every year.
- c) To submit to the General Body through General Secretary/ Secretary, the audited annual accounts of the Association, at least one month prior to the date of annual general meeting.

d) To act as the overall custodian of all the books of accounts of the Association, financial statement, receipt books, expense vouchers, bank pass books & cheque books, cash etc.

(vii) Executive Member: He will assist Governing in their official work and perform the duties as assigned by General Body.

(7) Cessation of members of the Governing Body - An office-bearer/ executive member of the General Body shall cease to be an office-bearer or executive member:

a) upon submission & acceptance of his resignation;

b) if he ceases to be a member in accordance with sub-clause (8) of Clause 4 of these byelaws;

c) if he is removed by a resolution passed in the meeting of the General Body.

(8) Exclusions from the Employment of Association:

a) No member of the Association shall be in full-time or part-time employment of the Association.

b) No dependant or family member or close relative of the office-bearer and members of the General Body shall be engaged as an employee of the Association during its term;

c) Every office-bearer and member of the General Body shall make a declaration in case any person in the employment of the Association is his close relative.

(9) Amendments in the Memorandum of Association, Byelaws, Name of the Association, etc.

Any amendment in the Memorandum of Association and Byelaws, or Change of Name, amalgamation or division of the Association will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the District Registrar by the General Secretary/ Secretary within such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made thereunder.

(10) Management of Assets and Funds of the Association

(i) The sources of income of the Association will include receipts on account of membership fee, annual subscription, rent from property/ asset, interest,

consultation fees, donations, gifts, grants, etc. The Association can also raise funds through interest-free short term loans from its members or from scheduled banks on interest, Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

- (ii) The General Body will prepare and approve an annual budget of the Association on the basis of its estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.
- (iii) The Bank Accounts of the Association will be jointly operated by such members/ office-bearers as may be decided by the General Body from time to time.
- (iv) All assets and funds will belong to the Association and vest in the Association.
- (v) All receipts and payments of the Association shall be made through Bank instruments (i.e. DD/ Pay Order/ Cheques/ Bank Transfers/ RTGS) including all receipts towards the Membership Fees and the annual subscriptions from the members. However, the General Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

(11) Accounts of the Association:

- (i) The Account of the Association shall maintain in any Bank in India with the Association Name and shall be operated by any one of President, General Secretary and Treasurer. The Address of the Bank Account shall be of Registered Office or National Head Office address.
- (ii) The Treasurer of the Association will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax laws and/ or any other authority including the institute of Chartered Accountants of India, at its Registered Office with respect to all sums of money received and expended by the Association and the assets and liabilities of the Association.
- (iii) The books of accounts of the Association shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the Association.
- (iv) The annual accounts of the Association will be signed by any two authorized office-

bearer of the Association.

- (v) The General Body will appoint a chartered accountant, who shall not be member of the General Body of family member of any member of the General Body, for auditing the accounts and filing of income tax return of the Association for each financial year, at such remuneration as may be determined by the General Body.

(12) Common Seal: -

The Association will have a common seal which shall be kept in safe custody of the General Secretary/ Secretary and shall be affixed wherever it is required in accordance with the authorization by the General Body.

(13) Amalgamation of the Association: -

The Association may amalgamate itself with any other Association established with the identical aims and objects or allow any other Association to amalgamate with itself by a Special Resolution passed in this behalf in accordance with provisions contained in Section 51 of the Act and rule 25 made there under.

(14) Dissolution of the Association:

- (i) The Association may resolve to dissolve itself in accordance with the provisions contained in the Act and the rules there under in case it becomes difficult to carry on with the operations of the Association, or it becomes insolvent or for any other pressing and unavoidable reasons;
- (ii) In the event of dissolution of the Association, no assets of the Association shall devolve on or distributed amongst the members of the Association;
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, if any, shall be considered for transfer to any other Association established with identical aims and objects or to the District Collection for use thereof in the general public interest.