

MEMORANDUM OF ASSOCIATION

HIMACHAL PRADESH ATHLETICS ASSOCIATION

(Amendments registered under H.P. Societies Registration Act, 2006 as on 4th December 2018)

Vide Registration No. - Act No. 25 of 2006

- I. The name of Association is '***Himachal Pradesh Athletics Association***'
- II. The registered office of the Association shall be '***Kanwar Niwas, Bagaghat Road, Theog, Shimla – 171201 (HP)***'.
- III. The area of operation shall be '***Whole state of Himachal Pradesh***'
- IV. The **objectives** for which the Association is registered are:
 1. To promote and encourage Athletics in state of Himachal Pradesh.
 2. To organize and control Athletics in state of Himachal Pradesh.
 3. To promote Track & Field events in different categories.
 4. To render, as and when possible, financial assistance to individual athletes, officials and to affiliate organization for the promotion of training in athletics and holding competitions, athletics/sporting events.
 5. To provide the athletes, coaches with new knowledge and technique in athletics.
 6. To enforce all rules and regulations of the Athletics Federation of India.
 7. To be the official organization in complete and sole in charge of all athletics matters in the state of Himachal Pradesh.
 8. To guard and enforce the rules and conduct the activities as defined by AFI from time to time.

9. To select and control the State Athletics Contingent for the National level Competitions conducted by AFI and if permitted by AFI to send team abroad for competitions.
10. To stimulate the interest of the people of the State in promotion of athletics.
11. To retain membership with AFI with rules, regulations and decisions of AFI.
12. To take disciplinary action against any District Association/Club/Institutions/Departments for misbehavior or any undesirable activity bringing discredit to the Association and athletics or which is prejudicial to the interest of the Association and for not organizing meets at the district level and sending teams for various competitions.

V. For the attainment of aforesaid objectives the Association may :-

1. Edit, compile, print and publish periodicals, books, brochures or leaflets.
2. Accept or procure subscriptions, donations or sponsorships on such terms, as it may consider reasonable.
3. To raise money for the Association for the benefit of Athletes and for organizing Competitions/Coaching Camps and other Athletics activities.
4. Acquire movable or immovable properties on behalf of the Himachal Pradesh Athletics Association and sell, lease, exchange, dispose of or otherwise deal with all or any part of such properties.
5. To plan Coaching Schemes for the benefit of athletes of the State.
6. Do all other things that may be necessary or expedient to promote the development of athletics in the State.

The Association shall perform only welfare & charitable activities on no profit no loss basis.

RULES & REGULATIONS OF
HIMACHAL PRADESH ATHLETICS ASSOCIATION

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- II. The registered office of the Association shall be ***'Kanwar Niwas, Bagaghat Road, Theog, Shimla – 171201 (HP)'***.
- III. The area of operation shall be ***'Whole state of Himachal Pradesh'***

IV. DEFINITION AND EXPLANATION

In these Rules, unless the context otherwise requires:

- (a) Association shall mean the “Name of the Association” also known as Himachal Pradesh Athletics Association (HPAA) in abbreviated form.
- (b) Members shall mean an affiliated member of the “Himachal Pradesh Athletics Association”. (This does not mean the recognized member).
- (c) ‘Constitution’ shall mean the Constitution of the Himachal Pradesh Athletics Association.
- (d) ‘General Body’ shall mean and include the representative deputed by the members in accordance with the rules hereinafter contained and the person(s) having State Domicile.
- (e) ‘Council’ shall mean the Executive Council of the Himachal Pradesh Athletics Association constituted under the rules and regulations hereinafter contained.
- (f) ‘Recognized’ shall mean the District/Club/Department, which are given recognition only for the purpose of participation.

V. ASSOCIATION YEAR

The official year of the Himachal Pradesh Athletics Association shall be the financial year commencing from 1st of April.

VI. MEMBERSHIP

The membership of the Himachal Pradesh Association shall be open to the undermentioned, subject to approval by the General Assembly.

(a) District Association

(b) Character Clubs (If any)

(c) AFFILIATION

- i) Application for affiliation from a District Athletics Association/ Clubs/ Promotional Unit/ Department shall be submitted to the Honorary Secretary along with a list of its office bearers for the current tenure along with the prescribed admission fees.
- ii) The Honorary Secretary shall place before the Executive Council such applications for approval. The Executive Council may reject any application for affiliation without assigning any reason. In case of rejection of an application for affiliation, the fees deposited shall be refunded to the party concerned.

VII. MEMBERSHIP FEES (ADMISSION FEE & ANNUAL RENEWAL FEE)

(a) The Admission Fee & Annual Renewal Fee payable to the Association shall be as follows :-

		Fee for Admission	Annual Renewal of Membership Fee
(i)	District Athletics Association/Clubs	Rs. 5000/-	Rs. 1000/-
(ii)	Organization of All India Character	Rs. 50,000/-	Rs. 10,000/-
(iii)	Promotional Units*	Rs. 50,000/-	Rs. 10,000/-

(b) * These Units shall be recognized for the purpose of participation for their respective department's name only. They shall not be entitled to attend meetings of State Association.

- (c) Any Educational Unit shall be treated at par with the District Association for the purpose of membership fee.
- (d) It shall be the duty of the affiliated unit/organization to send their annual renewal fee of membership and other dues to the Association by the end of the first month of the financial year.
- (e) The treasurer shall give thirty clear days' notice to the member concerned calling upon the member to clear the arrears failing which the membership shall be deemed as cancelled with effect from the 31st day of the date of notice. The Treasurer shall also circulate the list of arrears to all members.

VIII. MEMBER IN DEFAULT & DIS-AFFILIATION

- (a) A member failing to pay the membership fee as well as other dues, if any, due to Association before the 30th April every year shall be treated as member in default and such member in default shall neither be allowed to the membership of the General Assembly, Executive Council nor any Committees of the Association. Further, the member shall not be permitted to participate in the Championships conducted under the aegis of the Association.

A member in default shall however be entitled for restoration of rights and privileges only on payment of the arrears of membership fee together with a penalty amounting to 20% of the annual renewal fee or the arrears, whichever is more, provided the executive member in its meeting approves the same and the restoration is communicated to the member in default in writing.

- (b) If the renewal fee and the other arrears are not paid on or before the last day of the following year the member in default shall automatically cease to be a member of the State.
- (c) **Defunct Unit.**
 - i) All the affiliated recognize units are supposed to conduct activities as mentioned under the heading activities. Failure of affiliated/recognized members in conducting the activities shall result in the relegation of the

unit from Permanent Member to Associate Member status. The Associate Member shall lose its elected position in the general body as well as in Executive Council. The Associate Member shall have no voting right.

- ii) All the affiliated Member Units have to conduct their district meet regularly as per the direction of State Associations/ Athletics Federation of India. Failure to conduct the activities as mentioned shall result in the disaffiliation/de-recognition.
- iii) If State Association desire to reinstate a member who has been disaffiliated can only be done if an affiliated unit conduct the mandatory competitions and pays a penalty of Rs. 5000/- to the State Association but however, if Executive Council of the State feels that the member disaffiliated is not competent to carry on the activities the Association can form Adhoc Committee to run the activities of the District/Club etc and the State Association shall conduct the fresh election within a period of six months to elect the new office bearers.
- iv) Any affiliated unit not performing its activities as defined in the definition of Activities shall be treated as defunct member.
- v) **Activities shall be defined as follows :**
 - A. All the District Athletics Associations/affiliated have to conduct District Athletics Championships and send their teams to participate in National Inter-District Junior Athletics Meet and also for State meets conducted by the Association.
 - B. To conduct the elections on time.
 - C. Association shall also be oblige to follow the definition of activities provided by AFI.
 - D. Association shall conduct Championships in State for Seniors, Juniors including the State Cross Country Championships with the use of Electronic gadgets as per the slot given by the Federation & send team for participation in National Competitions.

All Departmental Sports Boards/Institutions affiliated to Association must conduct Championships annually as per the time slot allotted by Association. All these Units are required to send their teams for participation in various Competitions organized by Association.

- E. It is mandatory to organize State Championships and participate in National Championships in all age categories.
- F. It is mandatory to use the Electronic gadgets for all State Championships e.g. Photo finish.
- G. All athletes who participate in State Meets should be registered.
- H. To nominate the Selection Committee, Chief Coach with panel of Coaches for their State and send their details to AFI.
- I. To conduct Annual General Meeting and send the minutes of the meeting along with the Audited Statement of Account and Activity Report to the AFI every year.
- J. To organize Coaching Camps in the State to prepare the athletes for National Championships.
- K. Prepare the State's Annual Athletics Calendar in line with National Athletics Calendar.
- L. To follow the guidelines provided in the Competition Manual of the AFI during organization of National Championships.
- M. Elections of the Office Bearers of State Athletics Association as per the time frame provided in their Constitution.
- N. Use of e-mail Id provided by the AFI for all correspondence.
- O. To operate the website.
- P. To appoint Coordinator at State and District Level implement Kids program as per AFI directions.
- Q. To make efforts to stop use of forbidden substance use by the Athletes to enhance their performance and for that purpose Athletes

and Coaches should be educated about the disadvantages of the use of banned substances.

- R. Association & all its affiliated District Units must be registered with the Registrar of Societies and Bank Account should be in place for all district units.
- S. List of updated District Units to be sent to AFI on yearly basis latest by January 31st of the year.
- T. It is mandatory to send the Online Entry for various Championships to AFI on or before the target date mentioned by AFI with the following information
 - 1. Criteria Adopted for Selection of Athletes.
 - 2. Basis of Selection
 - 3. Minutes of the Selection Committee Meeting.

IX. RIGHTS AND PRIVILEGES OF MEMBERS

Subject to the provision of these rules generally or any Bye-Laws hereunder, a member shall amongst others have the following right and privileges.

- (a) Right to vote through its accredited representative(s) of general meeting of the State Association provided that the dues of the Federation have been paid in time.
- (b) Right to seek election to the Executive Council or any committee of the Federation subject to the provision of the Rule VI & VII
- (c) Right to obtain information about working and accounts of the State Association.

X. MANAGEMENT

The management of the Association, its affairs and the administration, enforcement of its rules & regulation and bye-laws shall be entrusted by the General Body and Executive Council.

XI. GENERAL BODY

Assembly of the Association consists of:

- (a) Two representatives of each of the affiliated members of the Association.
- (b) One representative of each of the remaining affiliated Club/Department.

General Body shall also elect Chairman and conveners of the following Committees:-

- i) Selection Committee
- ii) Technical Committee
- iii) Examination Committee
- iv) Planning & Coaching Committee
- v) Medical/Age Verification Committee
- vi) Disciplinary Committee
- vii) Women Committee
- viii) Complaint Redressal Committee
- ix) Committee against Sexual Harassment.
- x) Any other Committee which the General Body feels necessary.
- xi) All these Committee must function as per AFI Constitution.

Any Dispute arising in the Association shall be referred to ARBITRATION COMMISSION OF ATHLETICS FEDERATION OF INDIA "AFI".

XII. OFFICE BEARERS

The following shall be the Office Bearers of the State Association and they shall be elected from amongst the members of the General Body:

- (a) President One
- (b) Senior Vice President One
- (c) Vice President Two
- (d) Secretary One
- (e) Joint Secretary One
- (f) Treasurer One

XIII. EXECUTIVE COUNCIL

The Executive Council of the Association shall consist of:

- i) All the office Bearers.
- ii) Chairman of all the Committees
- iii) Two More Members to be nominated by the Executive Committee, which shall include former outstanding International Athletes of the State/Coaches/Sports Administrators.

XIV. ELECTIONS

- (a) Elections shall be held once in three years at the Annual General Meeting (Meeting of the General Body) to elect the Office Bearer, Executive Council and other committees from amongst the representatives of the members.
- (b) All nomination for office bearer should reach the State Association office seven days before the meeting. The President/Secretary, in consultation with executive committee members, shall appoint the returning officer for the election.
- (c) The Scrutiny of the nominations shall be done on subsequent day.

- (d) Nomination can be withdrawn two days prior to the Election. List needs to be sent to all members by mail. Election shall be done by secret ballot.
- (e) A notice in this regard to be sent to AFI office for information and necessary action at least 15 days before the meeting requesting to nominate a observer for the Elections.
- (f) Observer from AFI shall be mandatory for conducting the Election. List of affiliated units/members along with electoral list has to be sent to AFI office at least seven days before the meeting.
- (g) For all posts, one proposer and one seconder from authorized representative of member unit shall be required.

XV. MEETINGS

A. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the General Body shall be held every year at a different place, date & time to be decided by the President/Secretary. As far as possible the meeting shall be held by rotation at different places. But in case due to unavoidable reason, the meeting is not held every year, it can take place within 15 months. In case, the Annual General Meeting is not held in the year, the Annual Report of the Secretary and the audited Statement of Accounts for that year may be considered in a meeting of the Executive Council, which can be later ratified in the Annual General Meeting.
- (b) The agenda of the Annual General Meeting shall also include :-
 - i) Confirmation of the minutes of the previous Annual General Meeting and of the Special General Meeting, if any.
 - ii) Consideration and adoption of the Honorary Secretary's annual report on the working of the Association.

- iii) Consideration and passing of the Audited Statement of Accounts of the year and the Budget for the next year to be submitted by the Honorary Treasurer.
- iv) Appointment of Auditors and fixing their remuneration.
- v) Election of the Executive Council, Office Bearers (if due). vi) To consider & finalize the Annual Athletics Meets Calendar. vii) To discuss the various activities to develop Athletics.
- viii) Amendment(s) to the Constitution (if any),
- ix) Any other business of which due notice has been given.
- x) Any matter affecting the welfare of the Association which the President may bring or allow to be brought before it. This shall include discussion about developmental activities and analysis of programs and policies of the Association. President can call meeting on telephonic message.

The Annual Report, Audited Statement of Accounts and all other relevant papers shall be circulated to the members before the meeting.

B. SPECIAL GENERAL MEETING

Special General Meeting may be summoned at any time by the President at the discretion and shall be convened by the Honorary Secretary. If one third member units want any serious matter(s) concerning the development of Athletics to be discussed, President may call such a meeting within 30 days, provided one-third member units send a representation to President/Secretary in writing.

C. EMERGENT MEETING

Notwithstanding anything in the Constitution, an Emergent Meeting of the Executive Council may be convened by the Honorary Secretary in consultation with the President on urgent specific matters.

D. EXECUTIVE COUNCIL MEETING

The meetings of the Executive Council of the Association shall be held at least once in three months.

XVI. NOTICES AND QUORUM FOR MEETINGS

In convening meetings, the notice period and quorum, as given hereunder, shall be observed:-

	Meeting	Notice Period	Quorum
i)	Annual General Meeting (Annual Meeting of the Assembly)	15 clear days	One-Half of the Representatives Those are entitled to vote
ii)	Special General Meeting	10 clear days	One-Half
iii)	Emergent Meeting	10 clear days	One-Half
iv)	Executive Council Meeting	10 clear days	One-Half
v)	Emergent Executive Council Meetings	7 clear days	One-Half
vi)	Committee Meetings	7 clear days	One-Half

Notice Period contains Clear means days from the date of posting. The notice can be sent either by post or by e-mail. In case of urgency it may be communicated telephonically.

XVII. HOLDING OF OFFICE

No office bearer of the Association shall be eligible to be the office bearer simultaneously of any other State Sports Association except SOA/any other multiple discipline association.

XVIII. VACANCIES

If vacancy of a member of the Council shall fall vacant -

The Executive Council shall have power to fill up vacancy so caused by co-option from among the representatives to the assembly and that shall remain good until the next election.

XIX. VOTING – Only affiliated units shall have right to vote in AGM. At the Annual General Meetings and Special General Meetings, members shall be entitled to send their representatives as given below –

- i) Two representatives of each of the affiliated members of the Association.
- ii) One representative of each of the remaining affiliated Club/Department.

XX. POWERS, FUNCTIONS & DUTIES

A. THE GENERAL BODY

1. To formulate the policy of the Association and the principles on which it shall be carried out.
2. To carry into effect the objects of the Association
3. To hold election of office bearers, the Executive Council and the Committees every four year in accordance with the rule of Constitution.
4. To admit membership of any organization eligible for affiliation under the Constitution.
5. To impose or enforce penalties for any violation of the rules and the Bye-Laws of the Association and also of the AFI.
6. To appoint auditors to examine and certify the Balance Sheet of the Association annually.

7. To consider and to adopt the annual reports, statement of accounts and sanction the budget estimates of the Association.
8. To be the sole official Organization in complete and sole charge of all Athletics matters in the State/UT.
9. To institute, locate, conduct and manage all competitions proposed for the selection of State's Athletics Contingent for the National Level Meets.
10. State Athletics Association must conduct Championships in their State for Seniors, Juniors including the State Cross Country Championships with the use of Electronic gadgets as per the slot given by the Federation & send their team for participation in National Competitions.
11. To convene State Athletics Championships.
12. To appoint Sub-Committees as and when necessary.
13. To appoint Selection Committee to select State Athletics team and officials.
14. To recognize and register all state records in track and field events.
15. To organize Athletics training camps and coaching clinics independently or in co-operation and collaboration with the affiliated/recognized units.
16. To amend the Constitution when considered necessary with the prior approval of AFI or when directed by AFI.
17. To maintain the record of elected office bearers.
18. To explain and interpret the rules & regulations of the Association and to give decision on any point not covered by them.
19. To retain affiliation with the AFI.
20. To take disciplinary action against any member of its representative for misbehavior or any other undesirable activity bringing discredit to the state or to the AFI.

21. To have powers to frame Bye-Laws and rules which are not inconsistent with the Constitution.
22. To have power to suspend any member or any other athlete from taking part in the State Competitions.
23. To exercise such other power and perform all other duties as are incidental and to relate to the aims and objectives of the Association mentioned in the Memorandum of Association.
24. To take decision/regarding continuing/discontinuing of it's affiliated with any other body.
25. To ensure that the Policies and Program of AFI to be implemented.

B. THE EXECUTIVE COUNCIL

The Executive Council shall have the following powers:-

1. To carry out the objectives of the Association specified in the Memorandum of Association.
2. To conduct the meetings and the direction of the Association during the interval between meetings of the assembly and duly report all the decisions and actions to the assembly for its approval.
3. To manage, supervise and administer the funds of the Association.
4. To recommend the house to provide the membership to organizations eligible under the Constitution.
5. To initiate and recommend to the General Assembly schemes for promotion and development of athletics in the State.
6. To decide the cases of indiscipline, misconduct, protest, breaches of regulations and impose suitable penalties against individuals where necessary, subject to his right to appeal to the General Assembly.
7. To approve disciplinary action and hear appeals against such actions taken by subordinate bodies.
8. To fill in Vacancy in the Executive Council.

9. To appoint special committees for specific functions/duties and to appoint officers, clerks & other staff and to define their functions/duties and to suspend or dismiss them or dispense with their services as occasion may require and fix their salaries, remuneration, allowances and other privileges.
10. To nominate the Honorary Secretary or any other member or members to act on behalf with full authority to sign any deed or document or to give valid and effectual discharge as all the members of the Executive Council have been acting jointly.

C. COMMITTEES

The President shall define the powers, functions and duties of all committees as and when formed.

XXI. DUTIES OF OFFICE BEARERS

A. PRESIDENT

- (a) The President shall be the head of the Association and shall preside over all meetings of the General Body and the Executive Council. He shall guide the Association in all activities. He shall exercise superintendence over the members of the Executive Council and other committees in their discharge of their duties. He shall have overall powers of supervision over the working of the Association and its efficient administration.
- (b) The President shall have a casting vote in case of a tie in addition to his deliberative vote.
- (c) The President shall ensure that the financial position of the Association is sound and no unauthorized expenditure is incurred. The President is authorized to sanction expenditure up to any amount for any one item, which is not included in the budget. Expenditure in excess of this amount shall be sanctioned by the Executive Council.

- (d) In case of emergencies, the President shall have full power to issue directions, which may subsequently be confirmed by the general body/Executive Council.
- (e) He shall not require representation after becoming President to sit in the meeting even to contest election for the next tenure.

B. SENIOR VICE-PRESIDENT

Senior Vice-President shall exercise the powers of the President when the President is not available for transaction of Association work or he authorizes the Senior Vice President who shall enjoy the same authority in the Association as the President in the specified jurisdiction delegated to him.

C. SECRETARY

The Secretary shall be the Executive Officer of the Association and shall be responsible for carrying out all the decisions of the House, Council and Committees and shall see that all the rules of the Association are observed by all the concerned and shall subject to the general control and direction of the council and the President inter-alia.

- (a) Convene all meetings of the General Body, Council and Committees under the rules and shall cause minutes of all proceedings and resolution of all such meetings to be correctly recorded in a book specially provided for the purpose and such minutes shall upon questions put and votes taken thereon to be signed by the Chairman at the meeting and when signed by him shall be conclusive evidence of the correctness of the entry.
- (b) Shall be responsible for carrying on all correspondence in the name of the Association or as otherwise directed by the President.

- (c) Shall be in-charge of all records and documents (including the list of members) as may be necessary for the smooth and efficient working of the Association.
- (d) Shall have custody and maintain in proper order and condition all trophies, souvenirs and seals and insignia of the Association of all movable and immovable properties of the annual stock taking made of all such properties.
- (e) Transact all official business of the Association.
- (f) Act as Secretary and Convener of the General Assembly, Committees of the Association.
- (g) Exercise a general supervision over the employees of the Association.
- (h) Conduct all affairs of the Association according to its rules, regulations and Bye-Laws.
- (i) Collect or cause to be collected all subscriptions and fee and all other due and payable to the Association, make overall collection as and when received or released to the treasurer (j) Forward all bills to Honorary Treasurer.
- (k) Sanction expenditure up to rupees ten thousand.
- (l) Ensure that the accounts of the Association have been properly maintained by the Honorary Treasurer and are regularly audited.
- (m) To prepare the annual report on the working of the Association and place the same before the General Assembly after getting it duly approved by the Council.
- (n) He shall not require representation after becoming Secretary to sit in the meeting even to contest election for the next tenure.

D. JOINT SECRETARY

The Joint Secretary shall exercise the power of Secretary when the Honorary Secretary is not available for transaction of Association work. Specific duties

and powers can also be assigned to the Joint Secretary by the President with due approval of the Executive Council.

E. TREASURER

The Honorary Treasurer shall be subject to the general control and direction of the council and inter-alia.

- (a) Prepare and place the budget for the year before the council for necessary approval for allocating the budget grants to the different heads of expenditure.
- (b) Make all payments of the Association after the relevant bills/vouchers have been duly checked by him and passed for payment by the Honorary Secretary.
- (c) Deposit all money as and when received from the Honorary Secretary or any other sources into the bank account of the Association.
- (d) Maintain the books of accounts of the Association.
- (e) Have an imprest of Ten Thousand Rupees.

XXII. RESPONSIBILITIES OF MEMBERS

- (a) All affiliated/recognized members of the Association shall adopt all the Rules & Regulations concerning Athletics activities in the Constitution. They shall be responsible for conducting athletics competitions & complete activities every year as defined from time to time.
- (b) Any penalty imposed on any affiliated/recognized member of the Association or any of its members for any infraction of the principles set forth in its rules, regulation and bye-laws shall be honored by other affiliated Members.
- (c) If any District Unit/Club/Department/Unit affiliated to recognize by the Association, fails to conduct the Activities/Athletics meets within the period allotted such Districts/Departmental units shall be liable for dis-affiliation/derecognition without serving any notice.

(d) SUSPENSION AND REINSTATEMENT

- i) The General Body shall have power to suspend any unit/member or athlete from State or National Level Competition for so long as shall be stated in its decision, which later on had to be ratified by the Executive Council.
- ii) On the recommendation of any member, the General Assembly may reinstate any athlete who by reason of any infringement of the AFI rules has been declared ineligible to take part in competitions under AFI rules.

(e) AMENDMENT OF MEMORANDUM, RULES AND BYE-LAWS

The manner of making, altering and rescinding regulations is as follows:-

- i) No, proposal for the amendment in the Memorandum of Association or Constitution thereto shall be done, if such provisions have not been approved by a majority of two-third Members present in the general meeting called specially for such purpose and as per provisions laid down under Section 9 of the H.P. Societies Registration Act, 2006.
- ii) Association shall also abide by the changes, if any, made in the AFI Constitution from time to time.
- iii) All amendments to the Constitution shall be subject to the prior approval of Athletics Federation of India.

(f) RESIDUARY POWERS

Any matter not provided for in these rules shall be dealt with by the General Body.

(g) DISPUTES

All unresolved disputes arising in the Association shall be sent to AFI Arbitration Commission.

(h) CODE OF CONDUCT

- i) If any athlete/official misbehaves with any authority including any Sports Official, Coaches, Technical Officials, Members of State/AFI he/she is liable to disciplinary action.
- ii) Any type of misconduct by an athlete during coaching camps and Competition etc. shall make him/her liable to disciplinary action.
- iii) Athletes have to respect the State/AFI Constitution & all directions given by the Association including the rules & regulations of the AFI.
- iv) No athlete shall go to the Press/any outside organization/ any individual in case of any complaint/grievance about the athletics activities/association activities of the coaches and other matters concerning Athletics.
- v) Before going to the Press, athletes shall have to give in writing their complaints/grievances, if any to the Secretary who in consultation with the President has to take appropriate action within 30 days. They can go to the press if no action is taken by Secretary/President.

In case of violation of any of the above, Disciplinary/Committee shall take appropriate action which need to be ratified by Executive Committee.

At least three Members of Disciplinary Committee must be present in Meeting before any action is suggested.

(i) DISSOLUTION

- i) The Association may be dissolved at the general meeting specially called for the purpose either by the Council or upon requisition of two-third number of members, provided that majority of members present, vote for the same.
- ii) The Association shall be dissolved of and thereupon, with prior intimation to the Registrar of Societies, H.P. it shall be dissolved at the time specified in the resolution.

- iii) All the moveable and immovable assets of Association or its institutions or centers shall vest in the State or Centre Government to the extent of assistance, grant, aid or donation may have received from central or State Government.
- iv) If upon the dissolution of the Association there shall remain after the satisfaction of all its assets, debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Association or any of them but shall be given to the Association carrying on similar objects on such terms and conditions to be determined by votes of majority of members present personally or in default thereof as the appropriate court, government or authority may determine on that behalf.

(j) THE LIABILITY OF MEMBERS

Any member of the registered society, who steal, purloin, embezzle any money or other properties, or willfully and maliciously destroy or injure any property of the Society, or forge any deed, bond, security for money receipts or otherwise, or other instrument, whereby the funds of the Society may be exposed to loss or indulge in any unlawful, activity shall be subjected to the same prosecution as any other person who is not the Member of Society and shall be punished under Indian Penal Code and also shall be liable to indemnify the Society to the extent of loss sustained by it and other liabilities and persecutions as laid down under the provisions of **Section 25 and 26** of the H.P. Registration of Societies Act, 2006.

(k) REGISTER OF MEMBER

The Society shall maintain at its registered office a register of its members and shall record therein within fifteen days the admission, removal, expulsion and cessation of its membership. The following particulars may be mentioned therein:

- i) Name, Address, Age and Occupation of the member
- ii) Names of proposer & seconders & date and amount of admission fee paid.

- iii) The date on which the member has been admitted.
- iv) The specimen signature of the members.
- v) The date on which the member has been removed, expelled or ceased to be the member and date of readmission.
- vi) If a member of the Society changes his address, he shall notify his new address to the Secretary, who shall there upon enter his new address in the Register of Members.
- vii) Any other particulars as required from time to time may also be included therein as decided by the Governing Body. Provided further that all conditions imposed by the H.P. Societies Registration Act, 2006 shall be complied with by the Society.

(I) ACCOUNTS AND AUDIT

- i) The Governing Body shall appoint the auditors to audit the accounts of Society for one year as terms and conditions mutually agreed and the appointment may be extended after one year if Governing Body thinks it fit. An auditor appointed by the President/Governing Body shall audit the accounts of the Society and subordinate offices at least once in a year.
- ii) The accounts of the Society shall be audited annually and the cost of the audit will be charged on the Society.
- iii) The report shall be submitted to the Registrar of Societies within a period of 15 days of the audit.

(m) MISCELLANEOUS

- i) The Association shall appoint Coaches for Camps.
- ii) The Association shall hold National Level Competitions where feasible or when directed by the AFI.

XXIII. THE APPOINTMENT AND REMOVAL OF STAFF OF THE SOCIETY

All persons who are paid out of funds of the society, regular, or part time/contractual/target based or any other salaried persons shall be the employees of the Society. Such rules, instructions, and guidelines as are issued by the Society or Governing Body or the President from time to time shall govern them. The Governing Body, may appoint such administrative, technical, ministerial or any kind of staff as is required to run the office or offices or other establishments run under or by the Society and to fix such term and conditions of service including pay, allowances benefits etc. as is determined either by regulations, instructions, guidelines or other appropriate way as well the classification, control, conduct and appeal mechanism of the employees from time to time.

Provided that the normal age of superannuation of the staff is fifty eight years but President, in the interest of the Society, and with the approval of General Body, may grant extension in service to deserving employees, from time to time, as considered necessary and appropriate by her/him. No extension shall be granted to any employee beyond the age of 60 years. Provided further that the President may delegate his/her all or specific powers to such officers of the Society, for the control of the administration of the staff, as deems fit. The competence for removal of staff and officers shall vest in the Governing Body after affording adequate opportunity of being heard, on the following grounds if he/she is found guilty:-

- (a) For misconduct, violation of the rules and regulations and misappropriation/embezzlement of funds/properties of the society;
- (b) On conviction for a cognizable offence and sentenced to a term exceeding 3 months;
- (c) For in-discipline and breach of trust etc.;
- (d) The society shall provide in Service Rules for prohibiting sexual harassment and provide for appropriate penalties against the offenders. The society shall also constitute a committee for redressal of complaints regarding

sexual harassment of women at work place and for matters connected therewith or incidental thereto.

XXIV. MANAGEMENT OF FUNDS

The President with the prior approval of Governing Body shall have full power of supervision and control over the receipts and expenditures, and entire funds of the Society shall be used solely and only for the purpose of the aims and objects of the Society. All the income or funds of the society shall be utilized only for the promotion and upliftment of the aims and objectives of the society. Funds of the Society will consist of the following:

- (a) Grants made by the Government of India, State Governments, Centre Governments, Local Bodies, Panchayat Samities, Mandi Samities, International Aid Organizations, Individuals, Organizations, Institutions, Agencies, Companies, UNICEF, Red Cross etc., in accordance with the relevant law for the furtherance of the objects of the Society;
- (b) Contributions, donations, Gifts, membership fee/subscription fee etc., from other sources;
- (c) Income from the assets of the Society;
- (d) Raising loan from the banks; or
- (e) Receipts by the Society shall be decided by the Governing Body from time to time.

All funds and receipts from any source what-so-ever shall be deposited into the Bank Accounts. All funds or property moveable and immoveable donated or bequeathed to the society shall be administered or managed in accordance with the provisions of the memorandum and its rules and regulations and solely for the furtherance of the aims and objectives of the society. All the account books shall be maintained by the Society as per requirement of the Act.

XXV. BANKING OPERATIONS

The Society shall open its bank account in any nationalized bank and such bank account shall be operated under the joint signatures of President and any one out of the Secretary or the Treasurer.

XXVI. LEGAL PROCEEDINGS

The Society may sue or be sued in the name of the Secretary and he shall have the authority to sign all documents for retaining advocates, attorneys, agents or Mukhtiar as well as documents and pleading pertaining to all actions, suits, applications, appeals and other proceedings to which the Society or any of its office bearers may be party.

XXVII. PROPERTY

The property, moveable or immovable, belonging to the Society shall be deemed to be vested in the General Body by their proper title. No immovable property shall be acquired or transferred by way of sale, gift or otherwise without the previous approval of General Body and shall be executed for and on behalf of the Society by its Secretary or agent/agency duly authorized and such information shall be passed on and got recorded with the Registrar within a period of 15 days.

XXVIII. APPLICATION OF ACT

Under all the circumstances and in absence of any specific provision laid down in these byelaws, the provisions of the Himachal Pradesh Societies Registration Act, 2006 shall be applicable to the society.
