

CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMAFUND

No. 113, P.A.N. Rajarathinam Road,
Chennai – 600 021.

Bye-laws of the Society

- A. Name of the Uravinmurai : Chennaivazh Thiruthangal Hindu Nadar
Uravinmurai Dharma Fund.
- B. Address : No. 113, P.A.N. Rajarathinam Road,
Chennai - 600 021.
- C. Registration Jurisdiction : Chennai District
- D. Foundation Day : 14.09.1956
- E. Working hours : 10.00 am to 2.00 pm
4.00 pm to 8.00 pm

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Aravindan

Secretary

F. Objects

1. This Uravinmurai shall work for the development of education and health of the Thiruthangal Hindu Nadar community belonging to the native of Thiruthangal and living in Chennai and all other people.
2. Fostering solidarity / unity among Uravinmurai members.
3. Involvement of all the members in the auspicious and inauspicious occasions that happen among the members of the Uravinmurai.
4. Establishing and managing schools, colleges, etc. for the development of education for the benefit of all communities.
5. Assisting deserving students by providing scholarships for academic development.
6. Doing things for the welfare of the elderly.
7. Helping students for higher studies.
8. Establishment and management of free libraries for the benefit of all communities for a convenient learning of subjects.
9. Arranging necessary things for the sports development of the students, encouraging students who excel in sports by distributing prizes.
10. Providing treatment facilities for the physically challenged and sick persons and running a free hospital.
11. Establishing Educational Institutions and donating Charity for educational institutions and charitable organizations and supporting them.
12. Striving for the empowerment of widows and destitute women.

For CHENNAI VAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA KOLE

D. Srinivasan

Secretary

13. Constructing function / wedding halls in the name of the Uravinmurai and renting it out to all communities for special occasions, charging subsidised amount for the maintenance of the hall and its electricity bill and utilizing the above proceeds for the objects of the Uravinmurai.
14. Purchasing utensils and furniture for the function / wedding hall in the name of the Uravinmurai and renting it out for the benefit of all communities at subsidised rate and utilizing the above proceeds for the objects of the Uravinmurai.
15. Receiving donations from the general public or from other organizations and utilizing them for the objects of the Uravinmurai.

G. Actions on the objects to be taken in the future:

1. This Uravinmurai shall strive for objects such as Education, Literature, Science, Religion, Charitable institutions, Social Reforms, Arts, Handicrafts, Cottage Industries, Physical Exercises, Sports (Including Indoor Games), Entertainment, Public Welfare, Social Work, Cultural programs and the dissemination of useful knowledge as per Section 3(1) and 3(2) of the Tamil Nadu Societies Registration Act.
2. This Uravinmurai shall serve for purposes aimed at enhancing such other useful objects as the State Legislature, which has the power to legislate for the State announces from time to time.
3. Apart from the above intentions, this Uravinmurai shall work unanimously for good deeds to be done in the future.

H. Litigation :

All Cases including those filed by the Uravinmurai on its behalf and those filed against it shall be done in the name of the Secretary of the Uravinmurai.

I. Administrative Direction :

- The Secretary is empowered to issue day-to-day orders and directions for administering the Uravinmurai.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Lionu

Secretary

J. Members Admission :

1. Qualification:

The male heirs of the members who have become members of the Uravinmurai within the year 2007, shall be admitted as members. This also applies to the male heirs of a member who has deceased. Male heirs of current members on attaining the age of 21 are eligible to join as new members. The Proposed Member is eligible to become member within the age 30 years. Otherwise they will lose their eligibility to become members.

2. Subscription:

Each member has to pay a monthly subscription of Rs.20/-. The subscription amount can be paid between the 1st and 10th of each month and receipt shall be received. An annual subscription of Rs.240/- may also be paid. Members should pay the subscription directly at the office and receive a receipt.

3. Admission fee:

Every new member shall pay an admission fee of Rs.1001/- (Thalaikattuvari) while joining the Uravinmurai.

K. Members' dismissal and appeals:

1. Those who fail to pay the subscription for three consecutive years should pay the subscription amount within 30 days of receiving notice. If they fail to pay, the Executive Board shall decide to remove them from basic membership and recommend the same to the General Body. They shall be removed from the list of members upon the recommendation.
2. Members shall inform the President of the General Body of their explanation in writing in case they wish to go for appeal. The decision of the President is final.
3. Members who act against the interests and goals of the Uravinmurai shall be removed by the Executive Board. If the erring members apply in writing to the General Body, the General Body shall consider the application and then decide.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sion

Secretary

4. Taking Criminal Action: According to Section 19 of the Act, if any member of the Uravinmurai manipulates the Uravinmurai's finances, movable or immovable property or causes a loss there on, the Uravinmurai shall take legal action against them.

L. Duties and Rights of Members

1. Each member should work to achieve the goal of the Uravinmurai. Subscription shall be paid on time. He shall treat the fellow members of the Uravinmurai as his good companion. He shall behave in a way that does not adversely affect the rules and regulations of the Uravinmurai.
2. Members are entitled to elect their own Executive Board, to attend General Body meetings, to make certain resolutions, to pursue litigations filed on the Uravinmurai, to prosecute others on behalf of the Uravinmurai, and to provide certain ideas for the development of the Uravinmurai.
3. Members who have been removed from the Uravinmurai for various reasons have the right to appeal in writing to the Executive Board with proper evidence if the reason for the manner in which they were removed is unreasonable, or to apply for pardon even if the offence is illegal.

M. Activities of the Uravinmurai:

This Uravinmurai shall collect its funding through subscriptions and donations. According to the decision of the Executive Board, the funds should be used to fulfill the objects of the Uravinmurai and its welfare & development.

N. Executive Board:

1. Constitution of the Management:

According to section (15)(1) of the Tamil Nadu Societies Registration Act, the Executive Board consists of a total of 33 Members with a President, a Vice President, a Secretary, an Assistant Secretary, a Treasurer and 28 Members of the Executive Board. Of the 33 Executive Board members, 11 shall be elected as Executive Committee Members of College and 11 as Executive Committee Members of Vidhyalaya.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivamun

Secretary

2. Executive Board Meeting:

The Executive Board meets once a month. The meeting is held on the second Sunday of every month. Prior notice should be given three days before the meeting by post (with acknowledgement) or in person on its behalf. The quorum for the above is more than half the number of total members. If the quorum is not met the meeting shall be held at the same time next week at the same place. Resolutions shall be passed on the basis of simple majority of the Executive Board members present.

3. Emergency meeting of the Executive Board:

An emergency meeting of the Executive Board may be convened one day prior to the meeting. Important and urgent matters shall be discussed at this meeting.

4. Activities:

(1) Deciding on applications received for admission as members, taking action on members for not paying subscription, deciding on the date, place and subject matter to be discussed at the general body meeting.

(2) Taking all decisions for the development of Thiruthangal Nadar Arangam, Thiruthangal Nadar College and Thiruthangal Nadar Vidhyalaya.

(3) There is no ceiling for expenses decided and carried out by the Executive Board for the development of the Uravinmurai. But the maximum limit for making a donation to an outsider or other organization is Rs.50,000/- (Rupees Fifty thousand only) after decision of the Executive Board.

(4) If a member complains in writing that a member of the Uravinmurai or the Executive Board member or a Executive Committee member of the educational and other institutions are acting in a way that is detrimental to the pride or development of the Uravinmurai or its objects, the Executive Board shall examine the matter and ask the person concerned to give explanations and in case the complaint is found to be true by the Executive Board, the person shall be awarded punishment in the following ways.

For CHENNAI VAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman

Secretary

Punishments shall include:

- a. Collection of fines in lieu of loss incurred by Uravinmurai.
 - b. Temporary Suspension.
 - c. Removal from the post held by the member.
 - c. Removal of the basic membership.
- (5) Complainants are also punishable in the same manner if a false complaint is made.
 - (6) Convicts may appeal in writing to the next General Body Meeting. The decision of the General Body Meeting is final.
 - (7) With regards to complaints against the Executive Board, office bearers or Members, this Executive Board has full power to dismiss a person from a post based on the decision of the majority of the members.
 - (8) The report on all the activities of the college and the school shall be submitted in the monthly Executive Board meetings.
 - (9) Purchase of movable and immovable properties for the college and school, above Rs.1 lakh shall be done only on the prior approval of the Executive Board.
 - (10) The surplus amount of the operations for each financial year in the college and school should be given to the Uravinmurai. When necessary arises, the college and school can get the required funds from the Uravinmurai on giving explanation to the Executive Board.
 - (11) When new buildings for the Uravinmurai, college and school are required, the Uravinmurai Management shall construct the building only on the approval of the Executive Board. Or shall form a construction committee with the approval of the Executive Board and then the Building committee shall construct the building.
 - (12) In the event of a disagreement within the college and school Managements and a decision cannot be made, it shall be communicated in writing to the Uravinmurai Executive Board. This shall be decided by the Executive Board.

For CHENNAIVAZH THIRUTHANGAL HINDI NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman

Secretary

- (13) In case the Executive Committee constituted for Thiruthangal Nadar College and Vidhyalaya is considered by the Uravinmurai or recommended by the Executive Board to be acting against the bye-laws of the Uravinmurai or the resolutions passed by the General Body, the Executive Board of the Uravinmurai has the absolute power to remove such committee.
- (14) In case the executives or the members of the executive committees constituted for Thiruthangal Nadar College and Thiruthangal Nadar Vidhyalaya are considered by the Uravinmurai or recommended by the Executive Board to be acting against the bye-laws of the Uravinmurai or the resolutions passed by the General Body, the Executive Board of the Uravinmurai has the absolute power to remove such executives or the members of such executive committees.
- (15) In case of resignation or removal or otherwise of the executive or member of the Executive Board, the Executive Board shall elect new members in place of the members and executives so removed or resigned. The elected member or executives shall function in the post only for the remaining period due for the previous member.
- (16) Executives or members of the Executive Board who do not attend three consecutive Executive Board Meetings shall be immediately removed from office.
- (17) In case of inability to attend three consecutive Executive Board meetings due to unavoidable reasons, permission may be obtained from the President only once, after giving explanation letter.

5. Tenure:

The members of the Executive Board shall be duly elected by the members of the General Body in accordance with Section 15(3) of the Act. The term of office of the Executive Board duly elected under Section 15(4) of the Act shall be three years. The members of the Executive Board are entitled to be re-appointed under Section 15(5) of the Act.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Lionman

Secretary

The term of office of the Executive Board is 3 years. The term of office of the President, Vice President, Secretary, Assistant Secretary and Treasurer of the Executive Board is 3 years. It may be extended for another 3 years with the approval of the General Body if required. One cannot remain in the same post for more than 6 years. If needed, he may be changed to a different post in rotation as per the decision of the General Body.

In case the President, Vice President, Assistant Secretary, Treasurer and Executive Board Members wish to resign from the post, they may do so by giving in writing in person to the Secretary. If the Secretary wishes to resign, he should give it in writing to the President in person. This letter should be tabled by the President or Secretary at the next Executive Board Meeting and discussed and a decision shall be taken. If necessary, an emergency Executive Board meeting should be convened and the letter should be submitted and a decision be taken on due consultation.

In case the President, Vice President, Assistant Secretary, Treasurer and Members of Executive Committee of our College wish to resign from the post, they may do so by giving in writing in person to the Secretary of the College. If the Secretary wishes to resign, he should give it in writing to the President of the College in person. This letter should be tabled by the President or Secretary at the next Executive Board Meeting and discussed and decision shall be taken on due consultation.

In case the President, Vice President, Assistant Secretary, Treasurer and Members of the Executive Committee of our Vidhyalaya wish to resign from the post, they may do so by giving in writing in person to the Secretary of the Vidhyalaya. If the Secretary wishes to resign, he should give it in writing to the President of the Vidhyalaya in person. This letter should be tabled by the President or Secretary at the next Executive Board Meeting and discussed and decision shall be taken on due consultation.

For CHENNAI VAZH THERUTHANAL HINDU KADAR
URAVIMURAI DHARMA FUND

D. Sivaraman

Secretary

5. Interim Appointment:

The vacancies arising, in between two elections, in the Executive Board, the Executive Board convenes and elects to fill vacancies caused in the Executive Board. But those thus elected in the interim period cannot extend office for a full three years period from the date of election. When the tenure of other members of the Executive Board ends the tenure of the above persons shall automatically end too.

Further as per the wish of 3/4th of the members of the General Body of the Uravinmurai, they may appoint an outsider as the Honorary President, Guardian, Honorary Legal Adviser and Honorary Adviser of the Uravinmurai. They need not pay subscription and need not become a member. Those who do not pay subscription so shall not be able to attend all of these Uravinmurai activities. They shall not have any right to vote too.

7. Qualification of Executive Board Members:

(1) Only members who have completed three years as a member of the Uravinmurai can be elected as a member of the Uravinmurai Executive Board.

(2) The member who have pending arrears of subscription to the Uravinmurai for more than one year are ineligible to be members of the Executive Board.

(3) The member who are bankrupt and those who are of unsound mind are ineligible to be members of the Executive Board.

(4) The Members who have been dismissed for reasons such as embezzlement, indiscipline, or acting against the rules of the Uravinmurai are not eligible to hold office of Executive Board.

(5) The Members convicted of criminal offenses in the courts are not eligible to become members of the Executive Board.

(6) The Executive Board members should not be receiving any salary / remuneration from Uravinmurai or College or Vidhyalaya

For CHENNAIVAZH THIRUTHANGAL HINDU NADAM
URAVINMURAI DHARMA FUND

D. Srinivasan

Secretary

8. Duties of Executive Board Members:

(1) Candidates contesting in the election for a member of the Executive Board should be regular in paying subscription and be a honest person.

(2) They should participate in Uravinmurai activities and be honest.

(3) The member who do not attend three consecutive meetings, shall be removed from the Executive Board. Those who are thus removed from the posts shall be reinstated based on the decision of the Executive Board if they regret their mistake. If their behavior is of the nature of tarnishing / diminishing the value of the Uravinmurai, a special general body meeting may be convened and they can be removed as per the decision taken in the meeting.

9. Tasks of the

a) President :

(1) Presiding over Executive Board meetings and General Body Meetings.

(2) Determining the date of meeting of the Executive Board and ordering the Secretary.

(3) Resolving the disagreement / difference of opinion among the executives and the Executive Board members on due inquiry.

(4) It is his duty to present to the members of the Executive Board all the important functions of the Uravinmurai.

b) Vice President:

It is his duty to temporarily carry out the activities of the President in his absence.

c) Secretary:

(1) Convening meetings of the Executive Board under the direction of the President by sending necessary notice.

(2) The President and the Secretary shall sign the (minute) book on the day of the meeting.

For CHENNAIYAZH THEUTHANGAL HINDI KADAR
URAVINMURAI DHARMA FUND

D. Lionan

Secretary

(3) Attending the letters and correspondences related to Uravinmurai. Sanctioning expenses related to the Uravinmurai. Sending receipts / vouchers to the Treasurer regarding the same and arranging for payment.

(4) Submission of reports related to Uravinmurai administration at the executive Board meeting.

(5) Consulting with executives to take legal action and implementing the same. The legal action thus taken shall be conducted in the name of the Secretary on behalf of the Uravinmurai.

(6) The Secretary and the Treasurer are jointly responsible for the money of the Uravinmurai.

(7) The day-to-day affairs of the Uravinmurai shall be conducted as per the order / direction of the secretary under his supervision.

(8) The monthly salary of all the employees of the Uravinmurai should be paid by the 3rd of every month.

(9) Every year plans and budgets the audited Income & Expenditure account and the Balance sheet should be placed before the Executive board of the Uravinmurai and get it approved. Then Submit the same before the General Body of the Uravinmurai.

(10) The Secretary is allowed to spend up to Rs.10,000/-. Expenditure above Rs.5,000/- should be paid by Account Payee Cheques only.

(11) Maintenance of the Uravinmurai properties, repair works, purchase of furniture and maintenance of the Uravinmurai vehicles.

(12) He is also responsible for the protection of the properties of the Uravinmurai. And he shall act in accordance with the decision of the Executive Board.

(13) It is his duty to maintain Registers of Uravinmurai regularly in accordance with the Societies Registration Act.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman
Secretary

d) Assistant Secretary:

1. It is his duty to temporarily carry out the functions of the Secretary in his absence.
2. Performing special responsibilities requested by the Secretary or the Executive Board.
3. Giving full co-operation to the Secretary and working along with him.

e) Treasurer:

1. Receiving the funds collected in the Uravinmurai in accordance with the receipts and depositing them in bank accounts on the next day or the next bank working day.
2. Operating bank accounts by signing cheques by the Treasurer along with the Secretary regarding payments and withdrawals in the bank account in the name of the Uravinmurai. While the Secretary is out of station, the Assistant Secretary may sign the cheques along with the Treasurer and operate the bank accounts.
3. Obtaining vouchers and paying for expenses approved by the Executive Board and expenses approved by the Secretary.
4. The Income and Expenditure accounts of the Uravinmurai should be checked and be signed by the Secretary or Treasurer then and there.
5. The Treasurer shall disburse the money for expenses approved by the Secretary. The details of the expenses may be sought from the Secretary. If the details given are not acceptable, it should be taken to the Executive Board for approval and then the money should be disbursed.
6. The Treasurer shall give full co-operation in the expenditure by the Secretary that is made within the appropriate budget / estimate of expenditure approved by the Executive Board.
7. The Treasurer too has the duty of protecting the properties of the Uravinmurai.
8. Expenses above Rs.5,000/- should be made through Account Payee cheques.

For CHENNAIVAZH THELUTHANGAL HINDU NADAR
URAVINMURAI CHARMA FUND

D. Srinivasan
Secretary

10. Executive Board Members:

The Executive Board members should assist in the functioning of the Uravinmurai by assisting the Uravinmurai executives in implementing the rules and regulations enacted in the Uravinmurai. Pursuant to section 25(3), there would not be paid any remuneration for the works done by the executives and the members of the executive board.

11. Functions of Executive Committee of Thiruthangal Nadar College owned by Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund:

a. Executive Committee and tenure

(1) The Executive Committee consists of 11 members. The said 11 persons will be selected from the 33 members of the Executive Board elected by the General Body Meeting of our Uravinmurai.

(2) The President, Secretary, Treasurer, Vice president and Assistant Secretary shall be elected by the Executive Board of the Uravinmurai from among the 11 persons elected. The remaining 6 persons are Executive Committee members.

(3) The College Executive Committee meeting should be convened by inviting all the 5 Executives of the Uravinmurai as permanent invitees. The permanent invitees of Uravinmurai Executives have the right to vote.

(4) The College Principal should be allowed to attend the College Executive Committee Meeting when necessary.

(5) The College Secretary may, with the approval of the President of the College, invite necessary persons as special invitees to the Executive Committee meeting in times of need. The special invitee has no right to vote.

(6) The quorum in the executive is 9 out of 16 people compulsory.

(7) The College Executive Committee Meeting should be convened once a month.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Jeyaraj

Secretary

(8) The duration of the Executive Committee is 3 years. The term of office of the President, Vice-President, Secretary, Assistant Secretary and Treasurer of the Executive Committee is 3 years. It can be extended for another 3 years if it is recommended by the Executive Board and approved by the General Body. One cannot remain in the same post for more than 6 years.

(9) Executive Committee Members who do not attend three consecutive Executive Committee Meetings will be immediately removed from office.

(10) In case of inability to attend three consecutive Executive Committee Meetings due to unavoidable reasons, permission may be obtained by giving explanation letter to the President only once.

(11) In case of vacancies caused by removal or resignation or otherwise of the college executives and the College Executive Committee Members, the Executive Board of the Uravinmurai will elect and fill up the vacancy and such executive or member can function for the balance tenure.

b. Selection committee functions :

(1) The Selection Committee consists of the President, Vice-President, Secretary, Assistant Secretary, Treasurer and the Principal of the College.

(2) The selection of teachers and non-teaching staff, the determination of salaries, the granting of promotions, the disciplinary action for suspension and dismissal shall be decided at the meeting of the Selection Committee and implemented by the Secretary. All such actions must be reported and recorded at the Executive board meeting of the Uravinmurai.

(3) The Secretary shall take action as per the decision of the Selection Committee consisting of the principal and the executives in respect of admission, suspension and removal of students by taking disciplinary action. All such actions must be reported and recorded at the Executive board meeting of the Uravinmurai.

(4) Submission of suggestions arrived after due deliberations for college development to the Executive Committee of College and to the Executive Board of Uravinmurai.

For CHENNAIYAZH THIRUTHANGAL MATHANADAR
URAVINMURAI MATHANADAR

D. J. Jeyaraj
Secretary

c. Executive Committee – Functions and Other Guidelines

- (1) The Executive Committee of the College shall function in accordance with the bye-laws and regulations of the Uravinmurai
- (2) At the beginning of each financial year, Thiruthangal Nadar College's proposed budget should be discussed in the Executive Committee of the college and submitted to the Executive Board of the Uravinmurai and get it approved.
- (3) The surplus funds over and above the budget amount shall be given by the college to the Uravinmurai Dharma Fund. The required amount can be obtained with the approval of the Executive Board of the Uravinmurai when need arises.
- (4) The College Secretary and the Treasurer jointly shall submit the monthly income & expenditure account at the Executive Committee meeting of the college and get the same approved.
- (5) Expenditure incurred above Rs. 10000 / - should be approved by the Executive Committee. Expenditure above Rs.5000 / - should be paid by account payee cheque only.
- (6) Acquiring movable assets and the development expenses with in One lakh rupees of the college can be done with approval of the College Executive Committee. Beyond that it shall be done after getting the approval of the Executive Board of the Uravinmurai.
- (7) When situation of indecision arises due to difference of opinion and disagreement of issues in Executive Committee immediately the same shall be reported in writing to the Executive Board of Uravinmurai whose decision shall be final.
- (8) The new buildings required for the College shall be built by the Executive Board of the Uravinmurai with due deliberation and approval at the Executive Board or the Executive Board may form building committee which will construct the building for college.
- (9) All vehicles in the college should be engraved with the words that vehicle belongs to Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivan
Secretary

(10) The College Principal should be selected by the selection committee consisting of Executives of the Executive Board of the Uravinmurai and the executives of the Executive Committee of the college and the Professors appointed by the University of Chennai.

(11) The monthly account of the income & expenditure of the College shall be audited (Internal Auditing) by the Audit Officers appointed by the Executive Board of the Uravinmurai.

(12) All fees at the college should be charged only with the approval of the Executive Board of the Uravinmurai based on the recommendation of the Executive Committee of the college.

(13) Students tuition fee are not refundable at the college. The fees may be returned with the approval of the Executive Board if need arises.

(14) Procedures for matters not mentioned in the above rules shall be decided in consultation with the Executive Board of the Uravinmurai.

d. Functions of the President:

(1) Presiding over Executive Committee Meetings.

(2) Fixing the date for Executive Committee Meetings and instructing the Secretary.

(3) Resolving the disagreement / difference of opinion among the executives and the Executive Committee members on due inquiring.

e. Functions of the Vice President :

(1) Presiding over Executive Committee Meetings in the absence of the President.

(2) Carrying out the functions of the President during his absence from town.

f. Functions of the Secretary:

(1) Convening Executive Committee Meetings by sending required notices under the instructions of the President.

(2) Recording the resolutions of the Executive Committee meetings in the Minutes book and obtaining signatures from the members present. The resolutions should be submitted to and recorded with the Executive Board of the Uravinmurai.

(3) Attending to the letters and correspondences related to the college. Sanctioning the expenses related to the college and sending the receipts to the Treasurer and arranging for payment.

For CHENNAIVAZH THEOLOGICAL SEMINARY
URAVINMURAI AREA PO

[Signature]
Secretary

- 4) The selection of teachers and non-teaching staff, the determination of salaries, the granting of promotions, the suspension and removal based on disciplinary action shall be decided at the meeting of the selection committee and be carried out by the Secretary. All such actions must be reported and recorded at the Executive board meeting.
- 5) Submission of reports related to college administration at the Executive Committee meeting.
- 6) Taking legal action and implementing the same shall be decided at Executive Committee meeting after consulting with the executives. The legal actions thus taken on behalf of the College shall be in the name of the Secretary.
- 7) The Secretary and the Treasurer are jointly responsible for the finances of the College.
- 8) The day-to-day affairs of the College shall be conducted by the order of the Secretary under his supervision.
- 9) The monthly salary of the College teachers and all the staff shall be disbursed by the 3rd of every month.
- 10) Every year the plans and the budget and the audited Income & Expenditure account and Balance Sheet shall be submitted to the Executive Committee of the college and same should get approved and submitted to the Executive Board and General Body of the Uravimurai.
- 11) The Secretary is allowed to spend up to Ten thousand rupees. Expenses above Rs.5000/- shall be paid through Account Payee cheque only.
- 12) He is responsible for protecting the assets of the college. Further he must also act in accordance with the decision of the Executive Committee of the College.

a. Functions of the Assistant Secretary:

- 1) Carrying out the functions of the Secretary during his absence from town.
- 2) Taking care of special functions requested by the Secretary or the Executive Committee.
- 3) Giving full co-operation and working along with the Secretary.

For CHENNAI VAZH THEUTHANGAL IYER NIGAR
URAVIMURAI

D. Jeyaraj
Secretary

Functions of the Treasurer:

- (1) Receiving funds collected by the College in accordance with the receipts and depositing them in to bank accounts on the next day or the next bank working day.
- (2) Operating bank accounts by signing the cheques by the Treasurer along with the Secretary regarding payments and withdrawals in the bank account in the name of the College. While the Secretary is out of season, the Assistant Secretary may sign the cheques along with the Treasurer and operate the bank accounts.
- (3) Obtaining vouchers and paying for expenses approved by the Executive Committee and expenses approved by the Secretary.
- (4) The Income & Expenditure account of the college should be checked and signed by the Secretary or Treasurer then and there.
- (5) Maintaining the College properties, doing repair works, buying things necessary for the College and maintaining College buses.
- (6) The Treasurer shall disburse the money for expenses approved by the Secretary. The details of the expenses may be sought from the Secretary. If the details given are not acceptable, it should be taken to the Executive Committee for approval and then the money should be disbursed.
- (7) The Treasurer shall give full co-operation towards the expenditure allowed by the Secretary that is made within the limits of the estimate / budget of expenditure approved by the Executive Committee.
- (8) The treasurer also has a duty to protect college property.

Executive Committee Members :

Executive Committee Members must assist and help the college executives to implement the rules and regulation of the college. According to section 25 (3) the Executives of Executive Committee and its members shall not be paid any salary or remuneration for any work rendered to the College.

For CHENNAI VAZH THEIYANGAL HINDI ALIAR
URAVIMURAI HINDI ALIAR

D. Srinivasan
Secretary

12 Functions of Executive Committee of Thiruthangal Nadar Vidhyalaya owned by Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund:

a Executive Committee and tenure

- (1) The Executive Committee consists of 11 members. The said 11 persons will be selected from the 33 members of the Executive Board elected by the General Body Meeting of our Uravinmurai.
- (2) The President, Secretary, Treasurer, Vice president and Assistant Secretary shall be elected by the Executive Board of the Uravinmurai from among the 11 persons elected. The remaining 6 persons are Executive Committee members.
- (3) The Vidhyalaya Executive Committee meeting should be convened by inviting all the 5 Executives of the Uravinmurai as permanent invitees. The permanent invitees of Uravinmurai Executives have the right to vote.
- (4) The Vidhyalaya Principal should be allowed to attend the Vidhyalaya Executive Committee Meeting when necessary.
- (5) The Vidhyalaya Secretary may, with the approval of the President of the Vidhyalaya, invite necessary persons as special invitees to the Executive Committee meeting in times of need. The special invitee has no right to vote.
- (6) The quorum in the executive is 9 out of 16 people compulsory.
- (7) The Vidhyalaya Executive Committee Meeting should be convened once a month.
- (8) The duration of the Executive Committee is 3 years. The term of office of the President, Vice-President, Secretary, Assistant Secretary and Treasurer of the Executive Committee is 3 years. It can be extended for another 3 years if it is recommended by the Executive Board and approved by the General Body. One cannot remain in the same post for more than 6 years.
- (9) Executive Committee Members who do not attend three consecutive Executive Committee Meetings will be immediately removed from office.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI Dharma Fund

D. [Signature]

Secretary

(10) In case of inability to attend three consecutive Executive Committee Meetings due to unavoidable reasons, permission may be obtained by giving explanation letter to the President only once.

(11) In case of vacancies caused by removal or resignation or otherwise of the Vidhyalaya executives and Vidhyalaya Executive Committee Members, the Executive Board of the Uravinmurai will elect and fill up the vacancy and such executive or member can function for the balance tenure.

b. Selection committee functions :

(1) The Selection Committee consists of the President, Vice-President, Secretary, Assistant Secretary, Treasurer and Principal of the Vidhyalaya.

(2) The selection of teachers and non-teaching staff, the determination of salaries, the granting of promotions, the disciplinary action for suspension and dismissal shall be decided at the meeting of the Selection Committee and implemented by the Secretary. All such actions must be reported and recorded at the Executive board meeting of the Uravinmurai.

(3) The Secretary shall take action as per the decision of the Selection Committee consisting of the principal and the executives of the executive committee in respect of admission, suspension and removal of students based on disciplinary action. All such actions must be reported and recorded at the Executive board meeting of the Uravinmurai.

(4) Submission of suggestions arrived after due deliberations for Vidhyalaya development to the Executive Committee of Vidhyalaya and submitted to the Executive Board of Uravinmurai

c. Executive Committee – Functions and Other Guidelines

(1) The Executive Committee of the Vidhyalaya shall function in accordance with the bye-laws and regulations of the Uravinmurai.

(2) At the beginning of each financial year, Thiruthangal Nadar Vidhyalaya's proposed budget should be discussed at the Executive Committee of the Vidhyalaya and submitted to the Executive Board of the Uravinmurai and the same be approved by the Executive Board.

For CHENNAIYAZH THIRUTHANGAL NADAR
URAVINMURAI CHENNAI

D. [Signature]

Secretary

(3) The surplus fund over and above the budget amount shall be given by the vidhyalaya to the Uravinmurai Dharma Fund. The required amount can be obtained with the approval of the Executive Board of the Uravinmurai when need arises.

(4) The Vidhyalaya Secretary and the Treasurer jointly shall submit the monthly income & expenditure account at the Executive Committee meeting of the vidhyalaya and get the same approved.

(5) Expenditure incurred above Rs. 10000 / - should be approved by the Executive Committee. Expenditure above Rs.5000 / - should be paid by account payee cheque only.

(6) Acquiring movable assets and the development expenses with in One lakh rupees of the Vidhyalaya can be done with the approval of the Vidhyalaya Executive Committee. Beyond that it shall be done after getting the approval of the Executive Board of the Uravinmurai.

(7) When situation of indecision arises due to difference of opinion and disagreement of issues in Executive Committee immediately the same shall be reported in writing to the Executive Board of Uravinmurai whose decision shall be final.

(8) The new buildings required for the Vidhyalaya shall be built by the Executive Board of the Uravinmurai with due deliberation and approval at the Executive Board or the Executive Board may form building committee which will construct the building for vidhyalaya.

(9) The Vidhyalaya Principal should be selected by the selection committee consisting of Executives of the Executive Board of the Uravinmurai and the executives of the Executive Committee of the Vidhyalaya.

(10) The monthly account of the income & expenditure of the Vidhyalaya shall be audited (Internal Auditing) by the Audit Officers appointed by the Executive Board of the Uravinmurai.

(11) All fees at the vidhyalaya should be charged only with the approval of the Executive Board of the Uravinmurai based on the recommendation of the Executive Committee of the vidhyalaya.

For CHENNAIVAZH THIRUTHANGAL HINDI NIDHAR
URAVINMURAI DHARMA FUND

D. Srinivasan
Secretary

(12) Students tuition fee are not refundable at the vidhyalaya. The fees may be returned with the approval of the Executive Board if need arises.

(13) Procedures for matters not mentioned in the above rules shall be decided in consultation with the Executive Board of the Uravinmurai.

d. Functions of the President:

(1) Presiding over Executive Committee Meetings.

(2) Fixing the date for Executive Committee Meetings and instructing the Secretary.

(3) Resolving the disagreement / difference of opinion among the executives and Executive Committee members on due inquiring.

e. Functions of the Vice President :

(1) Presiding over Executive Committee Meetings in the absence of the President.

(2) Carrying out the functions of the President during his absence from school.

f. Functions of the Secretary:

(1) Convening Executive Committee Meetings by sending required notices under the instructions of the President.

(2) Recording the resolutions of the Executive Committee meetings in the minutes book and obtaining signatures from the members present. The resolutions should be submitted and recorded with the Executive Board of the Uravinmurai.

(3) Attending to the letters and correspondences related to the vidhyalaya. Sanctioning the expenses related to the vidhyalaya and sending the receipts to the Treasurer and arranging for payment.

(4) The selection of teachers and non-teaching staff, the determination of salaries, the granting of promotions, the suspension and removal based on disciplinary action shall be decided at the meeting of the selection committee and be carried out by the Secretary. All such actions must be reported and recorded at the Executive board meeting.

(5) Submission of reports related to Vidhyalaya administration at the Executive Committee meeting.

For CHENNAIVAZH THROUGHTFUL WIDE WISER
URAVINMURAI CHENNAI-600 030

D. Jayaraman
Secretary

- (6) Taking legal action and implementing the same shall be decided at Executive Committee meeting after consulting with the executives. The legal actions thus taken on behalf of the Vidhyalaya shall be in the name of the Secretary.
- (7) The Secretary and the Treasurer are jointly responsible for the finances of the Vidhyalaya.
- (8) The day-to-day affairs of the Vidhyalaya shall be conducted by the order of the Secretary under his supervision.
- (9) The monthly salary of the Vidhyalaya teachers and all the staff shall be disbursed by the 3rd of every month.
- (10) Every year the plans and the budget and the audited Income & Expenditure account and Balance Sheet shall be submitted to the Executive Committee of the vidhyalaya and same should be get approved and submitted to the Executive Board of the Uravinmurai and General Body of the Uravinmurai.
- (11) The Secretary is allowed to spend up to Ten thousand rupees. Expenses above Rs.5000/- shall be paid through Account Payee cheque only.
- (12) He is responsible for protecting the assets of the Vidhyalaya. Further he must also act in accordance with the decision of the Executive Committee of vidhyalaya.

g. Functions of the Assistant Secretary:

- (1) Carrying out the functions of the Secretary during his absence from town.
- (2) Taking care of special functions requested by the Secretary or the Executive Committee
- (3) Giving full co-operation and working along with the Secretary.

h. Functions of the Treasurer:

- (1) Receiving funds collected by the Vidhyalaya in accordance with the receipts and depositing them in to bank accounts on the next day or the next bank working day.
- (2) Operating bank accounts by signing the cheques by the Treasurer along with the Secretary regarding payments and withdrawals in the bank account in the name of the Vidhyalaya. While the Secretary is out of station, the Assistant Secretary may sign the cheques along with the Treasurer and operate the bank accounts.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman

Secretary

- (3) Obtaining vouchers and paying for expenses approved by the Executive Committee and expenses approved by the Secretary.
- (4) The Income & Expenditure account of the vidhyalaya should be checked and signed by the Secretary or Treasurer then and there.
- (5) Maintaining the Vidhyalaya properties, doing repair works, buying things necessary for the Vidhyalaya.
- (6) The Treasurer shall disburse the money for expenses approved by the Secretary. The details of the expenses may be sought from the Secretary. If the details given are not acceptable, it should be taken to the Executive Committee for approval and then the money should be disbursed.
- (7) The Treasurer shall give full co-operation towards the expenditure allowed by the Secretary that is made within the limits of the estimate / budget of expenditure approved by the Executive Committee.
- (8) The treasurer also has a duty to protect vidhyalaya property.

I. Executive Committee Members:

Executive Committee Members must assist and help the Vidhyalaya executives to implement the rules and regulation of the Vidhyalaya. According to section 25 (3) the Executives of Executive Committee and its members shall not be paid any salary or remuneration for any work rendered to the Vidhyalaya.

O. Reports to be prepared and submitted for filing to the Registrar under Section (16) (3) of the Act:

1. It is the duty of the Secretary of the Uravinmurai to prepare reports to be filed under section 16 (3) (b) read with rules 17(2), 26 and 27 and other sections of the Tamil Nadu Societies Registration Act and submit the same for filing to the concerned Registrar of Societies within six months along with appropriate charges.
2. The annual income & expenditure account and the Balance Sheet of the Uravinmurai, the college and the vidhyalaya should be audited only by a qualified Chartered Accountant as per section 21(1) of the Act. As per section 16(2) of the Act the accounts should be certified by the auditor that the accounts are in accordance with the Act. The audit report should be submitted to the General Body for approval and the same should get approved by the General Body and then should be submitted to the Registrar before the end of the month September.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. S. Srinivasan

Secretary

3. An undertaking that the Uravinmurai has functioned well in accordance with the bye laws during the last financial year as per Section 16 (3) (b) (iii) of the Act, should be submitted to Registrar.
4. And in accordance with Section 16(3)(b)(ii) of the Act, the list of members, including the name, occupation, address and date of joining at the end of the last financial year (Form No. VI) should be submitted to the Registrar.
5. And in Addition, if there is a change in the members of the Executive Board and the Executive Committees during the previous financial year, this change should be submitted to the Registrar on behalf of the Uravinmurai as per Form No. VII within one month of change as per Rule 17(2) of the Act. As well as, special resolution if any that may serve as a proof of change of the same shall be also attached.
6. It is the duty of the Secretary of the Uravinmurai to make available to the Registrar, all the books of the Uravinmurai under Section 35 of the Act for review by the Registrar or any of the investigating officers authorized by him at all reasonable times.
7. It is the duty of all persons who are or have been the officer in charge of the Uravinmurai to provide information or explanation under Section 34(2) of the Act if the Registrar requests by order in respect of that document after examining the documents filed under Section 34(1) of the Act.
8. Under Section 36(7) of the Act, all persons who are or have been the officer of the Uravinmurai are obliged to furnish to the Registrar / the investigation officer all the books, accounts and documents in their custody or authority in respect of the Uravinmurai.
9. There shall be a registered office where all the letters and notices can be addressed and forwarded as per Rule 15 and Section 13(1) of the Tamil Nadu Societies Registration Act. Clear address should be given.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Srinivasan
Secretary

10. According to Section 13(2) a name board in Tamil script in a clearly visible setting should be placed outside the office of the Uravinmurai.

11. The location of the registered office of the Uravinmurai and any change thereof, as per Rule 15 the details of the location and the change of location in Form No.V should be submitted to the Registrar within a period of three months.

12. Details of the mortgage or debt liability required to be filed with the Registrar under Sub-Section (1) of Section 32 and the Rule No. 30 under Form No.VIII and Form No.IX under Section (2) of Section 32 should be filed with Registrar within a period of one month. It is the duty of the Secretary to file the above with the Registrar.

13. It is the duty of the Secretary to submit the details to the Registrar within one month from the date of full discharge of the mortgage or debt liability as per Rule 33 and Section 33 for filing.

P. Audits and Accounts:

1. The financial year of the Uravinmurai is from April 1 to March 31 as its financial year. After the end of the financial year of the Uravinmurai, the auditor shall audit and attest the statements on accounts and issue audit report thereon as per Rule 21 and Section 16(1) of the Tamil Nadu Societies Registration Act 27/1975.

Records and files to be maintained by Uravinmurai:

2. Books of accounts to be maintained in accordance with Rule 18 (a) (b) (c) (d) & (e) and duly written in accordance with Rule 19(1).

a) Cash Register:

It is a cash book showing the daily receipts and expenditure and the closing cash balance.

b) Receipt book:

Receipt book of one set with a base carbon copy shall be signed by the Secretary and Treasurer containing name, address, amount received on the day of receipt in respect of the Uravinmurai subscription and donation details.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURALDHARMA FUND

D. S. S. S.

Secretary

c) Vouchers & Bills file:

Receipts shall be given immediately to the payer as per Rule 19(2). Vouchers for Uravinmurai expenses should be kept in this file by serial numbering date wise and arranged according to the financial years of Uravinmurai. The payment shall be made to the payee after getting signature on the vouchers.

d) Accounts and Registers :

All types of separate and aggregate accounts of receipts and expenses by member-wise as well as category-wise should be maintained with page number in the cash book and ledger accounts.

e) Correspondence files:

Letter and Correspondence received and sent by Uravinmurai should be kept in it.

f) Minute Book Registers:

Records / registers should be maintained separately for the Executive Committees Meeting, Executive Board Meeting and the General Body Meeting under Section 29(1) of the Act.

g) Register of Members:

As per Section 14(1) and Rule 16 of the Act, a record / register containing the names, addresses, occupation details and date of admission in respect of the members of this Uravinmurai shall be maintained in Form No.VI.

Q. About issuing copies of Byelaws, Income & Expenditure accounts, Balance Sheet and Accounts of the Uravinmurai:

If the members apply for obtaining copies of the bye laws of Uravinmurai as per Section 17(i) and Income & Expenditure Accounts under Section 17(ii) of the Act, Balance sheet, Copies of Audit report and Accounts under Section 17(iii) copies shall be issued on receipt of Rs.100/- per copy as mentioned in Rule (23) of the Tamil Nadu Registration of Societies Act 27/1975.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivarajah
Secretary

R. Reviewing Registers and Minutes of Resolution Registers:

The Secretary of Uravinmurai shall be responsible for scrutinizing of the Uravinmurai records regularly and signing as per Rule (20) or any member of the Executive Committee shall verify and certify that "all the details given therein are as reliable, true and correct as per my knowledge".

S. Finance, property investment, special fund allocations of the Uravinmurai:

1. The fund of the Uravinmurai shall be deposited in a bank account in the name of the Uravinmurai in any Nationalized bank or any Scheduled bank as per Sub-Section 4 of Section 24 of the Societies Registration Act.

2. Cash withdrawal in the bank should be done with the joint signature of both the Secretary or the Assistant Secretary and the Treasurer.

3. Financial Investment of the Association:

a. As per the decision of the Executive Board, the Uravinmurai has the power to expend the amount for the purpose of implementing the purposes stated in the bye-laws under Sub-Section (1) of Section 25 of the Act. Further, for the development of the Uravinmurai, immovable property and movable properties shall be purchased in the name of the Uravinmurai under Section 24 (1) of the Act.

The properties of the Uravinmurai shall be maintained and protected by the Executive Board as per Section 18 of the Act.

b. The Uravinmurai treasurer can keep up to Rs.10,000/- for daily expenses of the Uravinmurai in his hand. The Treasurer can keep higher amount for expenditure exceeding Rs. 10,000/- with the approval of the Executive Board of the Uravinmurai.

T. Special Fund Allocation:

As required in Section (25)(2) of the Tamil Nadu Societies Registration Act in the event of the death of a member of this Uravinmurai, there is no provision for financial assistance to the family of the deceased member or for financial assistance to provide funding even if the member of the Uravinmurai becomes inactive.

For CHENNAI VAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Arivum

Secretary

U. Work on the Management of the Uravinmurai:

No salary or remuneration shall be paid to the Executive Board for taking care of the works of the Uravinmurai. Their work itself is honourable. Employees can be hired for that if needed. The salary and work of the appointed worker shall be decided by the Executive Board from time to time.

V. General Body & General Body Meeting:

1. **General Body** : The General Body is the body of the total members of the Uravinmurai.

2. **Annual General Body Meeting** :

(a) An Annual General Body Meeting of the Uravinmurai is convened every year within six months from the end of the financial year, i.e. in September or at a specified time in the bye-laws of the Uravinmurai, to discuss the following matters as per Section 26(1).

As per Section 16(3) and Rule 22 of the Act, within 6 months after the end of the financial year of the Uravinmurai, on behalf of the Uravinmurai, the Income & Expenditure accounts and the Balance sheet duly signed by the Auditor or by the members appointed under Sub-Section (1) and by the members of the Committee shall be kept with the report as mentioned in Sub-Section (2) before the General Body Meeting on behalf of the Uravinmurai.

After approval by the General Body, it should be signed and certified by the president in accordance with section 29 (2). Then the secretary of the Executive Board should submit documents with registrar as per section 16(3)(b) and rule 22 of the Act, for filing.

(b) **Prior notice to the General Body meeting:**

Prior notice of the meeting shall be sent to all members as contained in the details in Rule 25(2) before 21 days as per Section 26(2) and Rule 25(1) by post (with acknowledgement due) or in person through a representative. In addition, as per Section (26)(3) of the Act, the notice shall state the date, time and place of the meeting and a copy of the agenda of the meeting should also be attached along with the notice.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. S. Srinivasan

Secretary

A copy of the above notice should be affixed on the notice Board of the Uravinmurai. At this meeting, the audited accounts (Income & Expenditure accounts, the balance sheet and the audit report) of the activities of the Uravinmurai during the last financial year shall be approved by the General body and within six months of such approval, annual reports under Section (16)(3)(b) of the Act should be prepared and submitted to the Registrar in accordance with Rule 22 of the Act with required charges. The Registrar may, under Section 26(4) of the Act, appoint an officer under him to attend such a general body meeting.

(c) **Matters to be discussed at the Annual General Body Meeting:**

1. To discuss and approve the audited Income & Expenditure accounts, Balance sheet and Auditor's Report for the last financial year of the Uravinmurai as per Section 16 (3)(a) of the Act.
2. Appointment of auditors to audit the accounts for the coming financial year.
3. The annual report on the activities of the Uravinmurai during the last financial year should be submitted and approved.
4. Estimating the budget (income & expenditure) for the coming financial year.
5. Passing a special resolution on a subject which needs to be passed as special resolutions.
6. Details of ordinary resolutions to be passed for future plans of Uravinmurai development.
7. Details of the process of election of new Executive Board, provided there is a need for the same.

(d) **Quorum for the General Body Meeting:**

The quorum for all General Body meeting shall be 1/3rd of the total members. The general body meeting shall be adjourned unless the quorum is present. The adjourned meeting shall be held at the same place, on the same date, and at the same time during next month. Notice should be given prior to 21 days for the adjourned meeting also. The meeting shall be held considering the number of members who are present as the quorum.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Arumugam
Secretary

Members attending the General Body Meeting should sign the attendance register. The member not signing the attendance register cannot participate in any discussion of the general body meeting.

Any subject approved or rejected by the Executive Board and the College Executive Committee and Vidhyalaya Executive Committee shall be re-examined and decided upon if necessary.

A member who does not attend the general body meeting should not be elected to the Uravinmurai Executive Board.

Only those who have been members of the Uravinmurai Executive Board for at least three years only are eligible to become executives of the Executive Board.

If the general members of the Uravinmurai, act in a way detrimental to the pride, development, or objects of the Uravinmurai, they should be inquired by the Executive Board based on a complaint, and if the complaint is found to be true, the Executive Board shall suspend them from membership and refer them to the General Body for the approval of permanent removal.

Members should not give obstruction to the proceedings of the General Body meeting. Inappropriate language shall not be used in the meeting and opinion shall not be expressed without the permission of the President of the meeting. When a member expresses his views, others should not interfere. If the President of the Meeting thinks that the comments of the members are not acceptable, the President can go to the next topic by saying that such member can express his views in writing. The President has the authority to expel him from the meeting if the member continues to interfere even after that.

3. Extra Ordinary General Body Meeting:

The Executive Board may convene this Extra Ordinary General Body meeting to pass some special resolutions in the General Body or when applications are received as petitions from 3/4th of the members of the Uravinmurai, to convene the Extra Ordinary general body meeting the Executive Boards shall convene the Extra Ordinary General Body meeting in accordance with Section 28 (1) and decide on it. No quorum is required for a extra ordinary general body meeting to be convened on petitions.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman
Secretary

If the meeting is not convened within the stipulated time, the meeting may be convened under the supervision of one of the applicants in writing as per Section 28 (2). The meeting so convened shall be deemed a proper meeting. Formal notice should be given 21 days prior to this Extra Ordinary general body meeting in accordance with Section 26(2)(3) of the Act.

4. Matters required to be passed as Special Resolution:

- a) To change the name of the Uravinmurai by special resolution and with written consent of the Registrar under Section 11(1) of the Act.
- b) To alter the objects of the uravinmurai under Section 12(1) of the Act.
- c) In order to make the Management of the Uravinmurai to function more economically or more efficiently and do in a broader way as per section 12(1)(a).
- d) To achieve its main purpose through new or refined means in accordance with Section 12(1)(b) of the Act.
- e) To merge with any other registered society under Section 12 (1)(c) of the Act.
- f) To divide the Uravinmurai into two or more societies as per Section 12(1)(d) of the Act or to amend it as and when required.
- g) For some emergency decision or for issues such as a resolution of no confidence in the Executive Board.
- h) To amend or modify its bye-laws in terms of Section 12(2) of the Act.
- i) To register the amendment made in the bye laws under Section 12(3) of the Act.
- j) The issues for which the Extraordinary General Body Meeting is convened shall only be taken for discussion and other issues should not be taken up for discussion.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman

Secretary

5. Election:

Executives and Executive Board Members Election Procedure:

(1) The voter list for the election of each executive and Executive Board member should be prepared properly three months prior to the election and it shall be displayed on the notice Board of the Uravinmurai or on the facade of the Uravinmurai building. Within 15 days of the announcement of the election the names of the missed members in the voter list can be added.

(2) Notice shall be sent by post that a meeting of the General Body shall be convened to elect an Election Commissioner and a Deputy Election Commissioner for the election of the new Executive Board, two months before the end of the term of office of the existing executives.

(3) The Election Commissioner and a Deputy Election Commissioner shall be elected by the General Body meeting 40 (forty) days before the end of the term of the present Executive Board.

(4) After the election of the Election Commissioner and the Deputy Election Commissioner, the Election Commissioner shall make announcement as to the date to submit nominations, the last day for filing nominations, the day for withdrawal of nominations, the day for consideration of nominations, and the date on which the election shall be held, and the details shall be displayed on the notice Board of the Uravinmurai.

(5) It is the responsibility of the Election Commissioner to conduct the election from time to time by following the rules of our country's general election and by framing fine election guidelines to elect the Executives and Executive Board members by the members of the General Body of the Uravinmurai. The Election Commissioner shall act according to his views. It is the duty of the Deputy Election Commissioner to carry out his duties in the absence of the Election Commissioner.

a) Candidate may obtain the application of nomination from the Election Commissioner during the office hours of the Uravinmurai.

b) Application of nomination shall be given in three consecutive days 30 days before the election.

c) The Application of nomination shall be completed and submitted to the Election Commissioner within three days, with one person presenting the proposal and another person seconding his candidature.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Arumugam

Secretary

d) **Candidates who have filed nominations and have not contested the election can withdraw their Nominations** after three days of the deadline by 5 pm.

Note:

The day of the election, the day of filing the nomination and the day of withdrawal of the nomination shall not be taken into account for arriving the days given above.

- e) Details including date, place, time of the election, name of the candidates shall be mailed to all the members by post.
- f) The election shall be held at the Uravinmurai Office from 8.00 am to 5.00 pm. The break shall be from 1.00 pm to 2.00 pm.
- g) The election shall be held under the supervision of the Election Commissioner. The Election Commissioner reserves the right to employ any person / persons to assist him if deemed necessary.
- h) Each member shall be given one ballot for each executive of the Executive Board and one ballot for the Executive Board members. He has the right to elect only the required Executive Board member. The ballot paper should be placed in the box provided. The ballot shall not be accepted if the ballot is marked above the required Board members at the time of ballot checking.
- i) At the end of the election, the names and the post of the winners after the counting of votes shall be announced by the Election Commissioner and the signatures of the winners and the losers shall be obtained in the Minutes of the Meeting and certified by the Election Commissioner.
- j) The decision of the Election Commissioner shall be final with regard to all decisions relating to election which is omitted or not described above.

6. General Activities / Matters :

a) In the event of termination or dissolution of the said Uravinmurai, the profit, loss and assets of the said Uravinmurai shall be transferred to another Uravinmurai with the same objects which are functioning under section 11 and 80G of the Income Tax Act 1961.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivanesan

Secretary

b) All the periodic income of the above Uravinmurai shall be invested according to Section 13 (1)(d) and Section 11(5) of the Income Tax Act 1961.

c) According to Section 13 (1)(c) of the Income Tax Act 1961, all income and assets of the Uravinmurai shall be used only to fulfill the objects of the said Uravinmurai. The income and assets of the Uravinmurai shall not be divided or distributed at the times and in any manner among the executives and the general members of the Uravinmurai.

d) The income and all the assets of the above Uravinmurai shall not be used for religious matters, institutions, establishments etc. Further, the donation received under Section 80G of the Income Tax Act, 1961 shall be used for the welfare and service of the general public as a whole.

e) The income of the Uravinmurai will also be used for helping research institutions for the general public, established under section 80 GGA of the Income Tax Act 1961.

f) The Income of the Uravinmurai shall also be utilized for the schemes / programs stipulated under section 35 AC of the Income Tax Act 1961.

g) The objects, actions and activities of the above Uravinmurai are executed only for charitable purposes and not for profit.

h) At present the Uravinmurai Possesses movable and immovable properties in the state of Tamilnadu. When Uravinmurai intends to carry out activities / projects outside India or abroad, they shall be carried out only after obtaining the formal permission from Director (Exemptions) of Income Tax.

i) Inspection of Registers / Records by the members

The Uravinmurai shall maintain a record of the names, addresses and occupations of the members of the Uravinmurai as per Section 14(1) of the Act, in Register of Members which can be inspected by the members.

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivanandan

Secretary

The Minutes of the Meeting of the Uravinmurai under Section 29(3) of the Act, the Register of members under Section 14(2) of the Act, all the records and the accounts under Section 16(2) of the Act shall be kept available for inspection by the members of the Uravinmurai.

j) **Special Resolution:**

According to the Tamil Nadu Societies Registration Act 27/1975, Special Resolution in 2(j) Name Change of the Uravinmurai, as per Special Resolution in Section (11)(1), Amendment to the bye laws as per Section 12(1) and merging with another Uravinmurai registered with the same objects as per Section 30(1) and (2) and also dissolution in accordance with Section (41) shall be made by passing special resolution at the General body of the Uravinmurai.

k) **Submitting the Special Resolution for filing:**

The copy of the Special Resolution passed under Section 27 of the Act shall be signed by the Secretary and submitted to the Registrar in two copies within three months under Rule 26 of the Act. A copy of the filing should be obtained from the Registrar with proper attestation.

l) **Dissolution:**

In the event of dissolution of the Uravinmurai in critical situation or cancellation of registration under Section 39 of the Act, the remaining assets of the dissolved Uravinmurai after such dissolution under Section 41 of the Tamil Nadu Societies Registration Act, shall be transferred to another registered Uravinmurai with the same objects. A special resolution shall be passed for the above. The organization shall also stop all of its activities and dissolve.

m) **General:**

(1) The Uravinmurai is irrevocable. If there are any omissions or matters not described in the bye-laws of the above Uravinmurai, for such matters the provisions of the Tamil Nadu Societies Registration Act 27/1975 and the rules 1978 shall be applicable.

(2) In these bye laws the Uravinmurai refers to the "Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma fund"

(3) Act means "The Tamil Nadu Societies Registration Act 27/1975"

For CHENNAIVAZH THIRUTHANGAL HINDU NADAR
URAVINMURAI DHARMA FUND

D. Sivaraman

Secretary