

**SANTHOM RESIDENTS ASSOCIATION
WOMEN'S WING**

SANTHOM, COCHIN 5

**MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS**

MEMORANUDM OF ASSOCIATION

1. NAME : SANTHOM RESIDENTS ASSOCIATION – WOMEN’S WING
2. ADDRESS : The President, Santhom Residents Association,
: Santhom, Thoppumpady, Cochin 682 005.
3. REGISTERED OFFICE : Santhom Residents Association,
Santhom, Thoppumpady, Cochin 682 005.
4. AREA OF OPERATION : Areas comprising of :

Noth of Illichode – Athipozhy Road,
West of A K Xavier Road Mundamveli Road,
South of Shakthi Road and Chessy Road,
East of S N Naduvathumuri Road & Bodhanandan Road,
Comprising of P T Jacob Road, Santhom Nagar and Shanthi Nagar Road.

5. AIMS & OBJECTS

The activity of the association shall be in accordance with the provision of the Travancore Cochin Literacy Scientific Charitable Societies Act XII/1955 and shall be acted without any profit-motive for the attainment of the following objects,

- a) To co-operate with and assist the concerned authorities in the development and maintenance of infrastructure facilities such as roads, drainage, sewage, etc. to develop the Santhom residential area into an environmental friendly area, develop parks and recreational facilities.
- b) To react and organize public opinion against any inadequate or poor services rendered by local bodies and concerned authorities in the maintenance of road, drainage, electricity, water, telephone, mosquito control, pollution control, garbage removal, security, law & order etc.
- c) To install civic-sense amount the community.
- d) To achieve healthy, harmonious and peaceful community living.
- e) To maintain communal harmony and mutual relation among the members.
- f) To improve cultural and social activities among the members.
- g) To improve general awareness and technical skills among the members and other similar matters.

We, the undersigned persons whose Names, Address are given below do hereby constitute ourselves as a women's wing of Santhom Residents Association and desire to start functioning as a wing of Santhom Residents Association under the Travancore Cochin Literacy Scientific Charitable Societies Act XII/1955 and now we are the present office bearers.

| <u>SL. NO.</u> | <u>NAME</u> | <u>ADDRESS</u> | <u>DESIGNATION</u> | <u>SIGNATURE</u> |
|----------------|-------------|----------------|--------------------|------------------|
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RULES AND REGULATIONS

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6. RESPONSIBILITIES

- i. Waste removal
- ii. Drainage - upkeep and maintenance
- iii. Parks - upkeep and maintenance
- iv. Mosquito eradication
- v. Security
- vi. Vacant plots – cleaning
- vii. Beggar free colony
- viii. Theft free colony
- ix. Other similar matters.

7. (A) FINANCE

- a) Voluntary donation to SRA.
- b) Sponsorship by institutions/individuals for specific projects undertaken by SRA.
- c) Other activities of SRA.

(B) Women's wing expenses will be met by SRA, subject to the prior approval of the Executive Committee of SRA.

8. At the first meeting of the Managing Committee an Election Officer should be appointed.

9. SUB COMMITTEE

The Managing Committee of the first meeting after the take over shall nominate the following committees for their activity.

- i. Landscaping Committee
- ii. Environmental Management Committee
- iii. Cultural affairs Committee

10. TENURE OF OFFICE

The tenure of office of the Managing Committee as well as the other committees shall be two years.

11. POWERS OF THE PRESIDENT & VICE PRESIDENT

The President and in her absence one of the Vice Presidents and in the absence of both any member voted to the chair shall preside over the Managing Committee meetings, general body meetings and extra ordinary general meetings. The Presidents shall have general control and supervision over the offices of the association and conduct the affairs in accordance with the Memorandum of Association and Rules & Regulations.

12. POWERS & DUTIES OF THE SECRETARY

- i. The Secretary shall work under the directions of the Managing Committee and the President.
- ii. She shall keep a register of members showing upto date information.
- iii. She shall keep registers and Forums and submit statements wherever necessary.
- iv. She shall maintain minute books to record proceedings of the Managing Committee, Annual General Body meetings and extra ordinary general meetings.
- v. She shall implement decisions taken by the Managing Committee, AGM & EGM.
- vi. She shall keep a register showing all the movable and immovable assets of the Association.

13. POWERS & DUTIES OF THE JOINT SECRETARY

She shall actively assist the Secretary in all her duties and act in her place in the absence of the Secretary and also perform duties assigned to her by the Managing Committee.

14. POWERS & DUTIES OF THE TREASURER

She shall receive all moneys due to the SRA, issue receipts and incur expenses under the overall control of the Managing Committee, maintain accounts of all moneys received and spent, prepare monthly and annual accounts and submit them for the approval of the Managing Committee and do any other duties delegated to her by the Managing Committee.

15. DECISIONS OF WOMEN'S WING

All important decisions made by women's wing should be intimated in writing and obtain permission from the Executive Committee of SRA. Women's wing should not indulge in any micro financial activities such as kuries, barter systems or any other money dealings.

16. DISSOLUTION

If at any time it is found that the affairs of women's wing can no longer be carried on, the Executive Committee of SRA has the power to dissolve provided by 2/3rd majority of total eligible executive members of SRA.