

HOCKEY PUNJAB

MEMORANDUM OF ASSOCIATION

1. **Name of The Society** : The name of the society shall be "**HOCKEY PUNJAB**".

2. **Registered Office** : # 891 PHASE 3-B-2 MOHALI

3. **Aims and Objective**: The aim and objects for which the Society is established are as under:

Main Objects

1. To promote and encourage the game of hockey in State.
2. To organize and control the game of hockey in State.
3. To provide facilities for the training of the players.
4. To infuse the players, coaches with new knowledge and techniques of Hockey.
5. To select the State level team for participation in the National Championship.
6. To seek and maintain affiliation to the "National Body" i.e. Hockey India for promotion and development of Hockey.

Incidental Objects



7. To grant the membership to the Hockey Associations / Boards/ Clubs in the State as decided under the Rules and Regulations of the Society.
8. To take disciplinary action against any affiliated units or organization for any type of misbehavior or undesirable activity bringing discredit to the State, country and for the game or which is pre-judicial to the interest of the society and for not organizing competitions mandated by Hockey India.


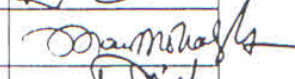

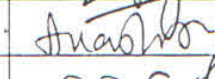
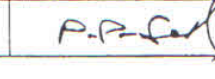
to enforce all rules and regulations of Hockey India and Federation of International Hockey (F.I.H.).

11. To enforce and defend the exclusive rights of the Association to use the Association flag and Association insignia, confining their use.
12. To act a channel of communication between the District Hockey Associations/ Boards/Clubs and the State govt./India Hockey for financial and other assistances, whenever necessary.
13. To enforce all the directions issued by National and International bodies against use of banned drugs.
14. To ensure that there is not discrimination on account of religion, caste, creed and keep it independent from govt. influence.
15. To do all other things that may be necessary or expedient to promote the development of hockey and for the conduct of its operations and generally to do all such things as may be necessary or expedient, lawful incidental or conducive to the attainment of the foregoing objects or any of them.
16. All the income earning, movable ad immovable properties of the Society shall be solely utilized and applied towards its aims and objectives only as set forth in the Memorandum of Association and no profit or surplus thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever to the present or past members of the society or to any person. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit whatsoever by virtue of his membership.

4. DESIROUS PERSONS:

We the undersigned are desirous of forming a society namely "Hockey Punjab," under the Societies Registration Act XXI of 1860 as applicable to the State of Punjab in the pursuance of the Memorandum of Association of the society:

S.No.	Name	Address	Occupation	Signature
1	P S. Gill	DGP Punjab		
2	Nimalkaur	WADHVA Nand... 59-60 SATNAM NAGAR	House-wife	Nimalkaur
3	RASINDER SINGH	DALAN DIHAR	Punjab + Sim Bank	Rajinder Singh
4	Surinder Singh Sodhi	221 Atwal Colony Jalandhar.	SSP/Faridkot	

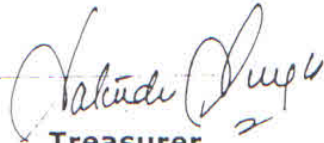
	AJ BHILLON	C/o DGP, Pb		
	Dr MANMOHAN SINGH	50, Yashwantrao Chavan Tow. Mail - Pretoria	Doctor	
	DALJIT SINGH	1st. Road Shri. Road, Sangrur	Advocate	
8	Anupam Vashist	3863/Sec. 42-C Chandigarh	Service	
9	P. A. Singh	63, Ganga Park KAP.	Retired	



President



Secretary



Treasurer

RULES AND REGULATIONS

1. MEMBERSHIP

A. Eligibility

All application of membership must be in writing and undertake to follow the rules, regulations and conditions of the Society.

(i) The membership of the "Hockey Punjab" shall be open to the under mentioned subject to the approval of the General Assembly.

a) District Level Association / Clubs of Hockey:- The District Level Associations / Clubs formed in the state to conduct, control and promote the hockey in their respective areas.

b) Board/Institution:- Any State Level organization / institution from public or private sector working for the development of hockey.

B. Grant of Membership / Affiliation

1. Executive Board shall form a three members 'Affiliation Committee' from amongst its members, which shall be responsible for accepting applications, scrutinizing them and recommending for membership.
2. On the recommendations of the Affiliation Committee, Executive Board will grant temporary membership to the applicant.
3. Executive Board shall recommend, if it found bonafide, to the forthcoming General Council, for permanent membership of the temporary members admitted by it. On approval of the General Council, the temporary member shall be granted permanent membership of the society.

C. Membership / Affiliation Fee

The Membership / affiliation fee payable by members of different categories will be as follows:-

1. District Level Associations/Clubs membership : Rs. 1000/- for provisional

Membership Rs. 2000/- for permanent
Renewal Fee: Rs. 500/- yearly
2. Board/Institutions Affiliation Fee: Rs. 5,000/- for provisional membership
Rs. 10,000/- for permanent
membership
Renewal Fee : Rs. 5,000/- yearly

D. Defaulters & Disaffiliation

Any unit will be considered as defaulter in case it is:

- a) Not depositing the requisite Affiliation / Membership / Renewal fee in time
- b) Working against the aims & objects of Hockey India causing harm to the game of Hockey.
- c) Not conducting their Championships, Tournaments activity in the territory.
- d) Not sending the teams in the scheduled hockey championships being organized by "Hockey Punjab" continuously for three years.
- e) Encouraging doping or not having checks and controls over doping in their territory.
- f) Any member covered under any clause mentioned above in Clause (a) to (e) will be considered as defaulter and would be liable for dis-affiliation.

E. Re-affiliation

1. Any member disaffiliated may apply for re-affiliation of the same to the Executive Board.

The Executive Board shall have sole right to take appropriate action and report to General Council.

GENERAL COUNCIL

The General Council shall consist of members duly affiliated to the "Hockey Punjab".

Each Member Association / Club duly affiliated, as provided in these Rules & Regulations be represented by their President and Secretary or their authorized representatives.

Each Member Board / Institution duly affiliated, as provided in these Rules & Regulations shall be represented by their President or Secretary or their authorized representatives.

3. MANAGEMENT (Executive Board)

The Management of the affairs of the administration and enforcement of its rules, regulations and bye laws shall be vested in the Executive Board.

a) Executive Board

1. The Executive Board of Hockey Punjab shall consist of 15 (Fifteen) Office Bearers and 6 (Six) Executive Members elected by the General Council
2. It shall be mandatory that out of total 21 (Twenty One) members of the Executive Board at least 40% of the members shall be of either gender.

b) Office Bearers

- | | |
|--------------------------|------------|
| 1. President | : 1 (one) |
| 2. Senior Vice President | : 2 (Two) |
| 3. Vice President | : 6 (Six) |
| 4. Secretary General | : 1 (one) |
| 5. Joint Secretary | : 4 (four) |
| 6. Treasurer | : 1 (one) |
| 7. Executive Members | : 6 (Six) |

c) Election

1. Election shall be held once in four years at the Annual General Council Meeting to elect the Executive Board from amongst the representatives of the Members.

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Office bearers and members of the Executive Board of the Society may hold office as such for one or more terms of 4 years each by obtaining simple majority vote of the members present and voting in election.

e) Vacancies

The office of a member of the Executive Board (including that of an office bearer) shall fall vacant:

1. If the organization he represents ceases to be a member or he ceases to be a member of that Member Organization.
2. If he resigns his office by a notice in writing to the President and his resignation is accepted by the President.
3. By death
4. The Executive Board shall have power to fill up vacancy so caused by co-option from among the representatives to the Council and that will remain good until the next election.

4. POWERS, FUNCTIONS & DUTIES

A) General Council

1. To formulate the policy and principle of the society.
2. To carry into effect the object of the society.
3. To hold election of the office bearers and Executive Members every four year in accordance with the rules and regulations of the society
4. To admit membership of any organization eligible for affiliation under the constitution.
5. To take decision regarding continuing/discontinuing its affiliation with any other organization.
6. To raise the funds for the society and to hold the same and to control and administer the properties of the society.
7. To impose or enforce the penalty or disciplinary action for any violation of the rules and regulations of the society.
8. To appoint auditor to audit the books of accounts of the society and to certify the balance sheet.

to give valid and effectual discharge as if all the members of the Executive Council have been acting jointly.

8. To provide building, premises, furniture, apparatus and other means needed for carrying out work of the Society and to frame the rules there for.
9. To enter into, vary, carry out and cancel contracts on behalf of society.
10. To explain, define and Interpret the provisions of this constitution when disputed.
11. To exercise such other powers and to perform such other duties as may be assigned to it by the Assembly.
12. To select the State contingents for the National Championships and other competitions organized by Hockey India.
13. To organize coaching camps, clinics, independently or in co-operation with other agencies.
14. To do all such acts and things as are incidental or conducive to the doing of the foregoing acts or any of them.
15. To purchase moveable and immoveable properties for and on behalf of the "Hockey Punjab".
16. To sell, discard or transfer any property of "Hockey Punjab".
17. To appoint office staff as per requirement.
18. To appoint committee / committees with specific task assigned to them as and when needed and also to define the duties of the committee.
19. To collect, procure, accept and receive subscriptions, donations, gifts and endowment and raise funds by adopting all lawful means for the society.
20. To invest the funds of the society in such manner as the Executive Board may deem fit.
21. To co-opt any expert or specialist for any purpose and when necessary without any voting right.
22. To deal with all permanent and temporary appointments as well as dismissal or suspension of its office staff.

To prepare, modify and implement administrative and financial guidelines for the Society.

24. To suspend any Member organization or Player from their participation in National Competitions for such period as shall be stated in its decision which later on has to be ratified by the General Council.

C) Committees

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

D) President

- I) To determine the dates, venue & time of the Executive Board, General Council or any other meetings as deemed fit to fulfill the aims & objective of the society.
- II) To preside over all the meetings of Executive Board, General Council or all other meetings determined by him. To have the right of casting vote in case of tie.
- III) To act as the Constitutional and Executive head of the Society for the execution / implementation of the rules, regulations and bye laws of the society to achieve the aims & objectives of the same.
- IV) To ensure that the financial position of the society is sound and no unauthorized expenditure shall be included. The president shall be authorized to sanction expenditure up to any specific limit to be set by the Executive Council from time to time for any item not included in the budget. Expenditure in the excess of this amount will be sanctioned by the Executive Board.
- V) In case of emergency, the President will have full power to issue order / orders, which may subsequently be confirmed by the Executive Board or General Council as the case may be.

E) Senior Vice President

To preside over all the meetings of Executive Board, General Council or any other meeting in the absence of the President and to perform the duties as assigned to him, time to time by the Executive Board or President or the General Council.

Vice Presidents

shall be responsible to perform the duties as assigned to them, time to time by the Executive Board or President or the General Council.

G) Secretary General (s)

- I. The Secretary General shall be responsible for carrying out all the decisions of the General Council, Executive Board and Committees. He shall see that all the rules of the society are observed by all the concerned and shall subject to the general control and direction of the Board and the President inter alia.
- II. Convene all the meetings of the Council Board and Committees as determined by President and shall keep 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 question put and votes taken thereon to be signed by the President at the meeting and when signed by him shall be conclusive evidence of the correctness of the entry.
- III. Shall be responsible for carrying out all correspondences in the name of the Society same as or otherwise directed by the President.
- IV. Shall be in-charge of all records and documents (including the registered of members) as may be necessary for the smooth and efficient working of the society.
- V. Shall have custody and maintain in proper order and condition and all trophies, souvenirs and seals and insignia of the Society of all moveable and immoveable properties of the Society and maintain up to date stock book and have annual stock taking made of all such properties.
- VI. Transact all official business of the Society.
- VII. Act as a convener of the Council, Board and Committees of the Society.
- VIII. Exercise a general supervision over the employees of the society.
- IX. Conduct all affairs of the Society according to its rules, regulations and by laws.

- X. Collect or cause to be collected all subscriptions and fees and get in with due diligence all other monies dues and payable to the society, make available such monies as may from time to time be needed for meeting the necessary expenses sanctioned by the council.
- XI. Forward all bills for payment to the Treasurer up to the extent sanctioned in the budget estimates and after the approval of the President.
- XII. Ensure that the accounts of the Society have been properly maintained by the Hon. Treasurer and are regularly audited.
- XIII. Prepare every year, the annual report on the working of the society and place the same before the assembly after getting it duly approved by the Executive Board.
- XIV. He can also give charge of his Secretaryship to any one of the Joint Secretary or a person, if circumstances permit, with the approval of the President.

H) Joint Secretaries

Specific duties and powers can also be assigned to Joint Secretaries by the President with due approval of the Executive Board.

I) Treasurer

1. The Treasurer shall be In-charge of all the Funds, Finance and Accounts of the Society.
2. To prepare and place the budget for the year before the council for necessary sanctions that shall allocate the budget grants to the different heads of expenditure.
3. To make all payments of the Society after the connected bills and vouchers have been duly checked by him and passed for payment by the Secretary General.
4. To deposit all money as and when received from the Secretary General or any other sources into accounts of the Society with banks.
5. To maintain the books of accounts of the Society.

MEETINGS

A. Annual General Meeting

- i) The annual General Meeting of the General Council shall be held every year at a place, date & time to be decided upon by the President. As far as possible the meeting shall be held by rotation at different places.
- ii) The agenda of the Annual General Council Meeting shall also include :
 - a) Confirmation of the minutes of the previous Annual General Council Meeting and of the Special General Council Meeting, if any.
 - b) Consideration and adoption of the Secretary General's annual report on the working of the society.
 - c) Consideration and passing of the Audited Statement of Accounts of the year and the budget for the next year to be submitted by the Treasurer.
 - d) Appointment of Auditors and fixing their remuneration.
 - e) Election of the Executive Board, office bearers (if due).
 - f) Consideration of the Annual Hockey calendar.
 - g) Amendment(s) to the constitution (if any).
 - h) Any other business of which due notice has been given.
 - i) Any matter affecting the welfare of the Society which the President may bring or allow to be brought before it. This will include discussion about development activities and analysis of programmes and policies of the Society.

B. Special General Council Meeting

Special General Council meetings may be summoned at any time by the President at his discretion and shall be convened by the Secretary General. The meeting will be confined to the specific item on agenda.

C. Emergent Meeting

Notwithstanding anything in the constitution, an Emergent meeting of the General Council may be convened by the Secretary General, if decided by the President on urgent specific matters.

Executive Board Meeting

- I) Executive Board meeting shall be held at least twice in a year.
- II) Executive Board meeting may be called by the President if and when needed and will be called as Special Executive Board Meeting.
- III) President may call an Emergent Executive Board meeting.

E. Notice and Quorum for Meetings

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

<u>Meeting</u>	<u>Notice Period</u>	<u>Quorum</u>
i) Annual General Council Meeting	21 clear days	51% of the members entitled to vote
ii) Special General Council representatives Meeting	15 clear days	One third of
iii) Emergent General Council members Meeting	10 clear days	One fourth of the
iv) Executive Board Meeting	15 clear days	7 representatives
v) Special Executive Board	7 clear days	7 representatives
vi) Emergent Executive Board Meeting	7 clear days	7 representatives
vii) Committee Meetings representatives	7 clear days	3

Note: "Clear" means from the date of posting / by telephone / by fax. The notice can be sent either by post (UPC) or by FAX, if possible.

- b) On any issue of very urgent nature and under special circumstances when a meeting of the Executive Board cannot be convened, the Secretary General may obtain the approval of the members of the

Executive Board/General Council (as the case may be) by circulation and act accordingly, provided that majority of members favor the proposal so circulated. But such cases must be placed at the next meeting of the Executive Board/General Council (as the case may be) for formal ratification and record.

F. Voting :

- I. The duly affiliated members as per clause shall have two votes in the General Council.
- II. Any affiliated unit of the society which fails to conduct its election will not be eligible to vote. Authorized members of that unit can attend the meeting but without a right to vote.
- III. Temporary members, Boards and Institutions admitted as members of the society shall not have voting rights.

6. SOURCE OF INCOME

The fund of the Society shall consist of;

- (i) Affiliation fee
- (ii) Donations
- (iii) Aid/grants from government, semi-government, national and international institutions and associations.
- (iv) Sponsorship fee
- (v) Prize Money
- (vi) Interest from Banks
- (vii) Any other that the Executive Council may so decide to add.

7. BANK ACCOUNT

A bank account will be opened in a scheduled bank duly approved by the General Council. The bank account of the society shall be operated by the Treasurer with the President and Secretary General jointly or severally or as decided by the Executive Board.

8. AUDIT

The accounts of the society shall be audited at least once a year by an auditor appointed by the Governing Council.

AMENDMENTS OF MEMORANDUM, RULES AND BYE LAWS

- I) The Assembly shall have power to alter, extend or abridge the purpose for which the Society is established as stated in the Memorandum of Association.
- II) No amendment shall be made to these rules except at the Annual or Special General Council Meetings unless supported by two - third of the representatives present and voting. The Bye - laws can be amended at a meeting of the Council convened for the purpose.
- III) "Hockey Punjab" will abide by the changes that may be desired from them from the National Body to which it is affiliated.

10. FORCE OF THE BYE - LAWS

For all the purpose of the bye laws made under the rules of the Society as provided for in this constitution shall have the same force as of the rules in the constitution.

11. RESIDUARY POWERS

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

12. LEGAL PROCEEDINGS UNDER SECTION 6 OF THE ACT

The Society may sue or be sued in the name of the Secretary General as per the provisions laid down under the Act.

13. ANNUAL LIST OF THE GOVERNING BODY

Once in every year a list of office bearers and members of the Executive Board shall be filed with the Registrar of Societies, as required by the Act.

14. DISSOLUTION

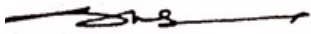
- I) The Society may be dissolved at the general meeting specially called for the purpose either by the Council or upon requisition of two - third number of members, provided that majority of members present, vote for the same.

- II) If, upon the dissolution of the Society there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Society or any of them but shall be given to the society carrying on similar objects on such terms and conditions to be determined by votes or majority of members present personally.
- III) Dissolution shall be as per provision laid down under the relevant Act.

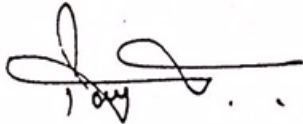
ESSENTIAL CERTIFICATE

It is certified that this is a correct copy of the Rules and Regulations of the Society.

This Constitution comes into effect from 20/9/2009.



PRESIDENT



SECRETARY



TREASURER