

Vasavi Clubs International[®]



CONSTITUTION & BYE-LAWS

Amended at ICON held at Hyderabad
on 21st December, 2013



సంఘముల రిజిస్ట్రారు వారి కార్యాలయము
హైద్రాబాద్

OFFICE OF THE REGISTRAR OF SOCIETIES
HYDERABAD

Certificate of Registration

రిజిస్ట్రేషన్ ధృవపత్రము

(200 _____ లో _____ వ నెంబరు)

[NO. 500 OF 2008]

అంధ్రప్రదేశ్ సంఘముల రిజిస్ట్రేషన్ చట్టము 2001 క్రింద _____
నేడు రిజిస్టరు అయినదని యిందు మూలముగా ధృవపరచడమైనది.

I hereby certify that Vasavi Clubs Interna

tional, Gandhi Nagar, Hyd

on this day registered under the Andhra Pradesh Societies Registration Act, 2001.

నా సంతకము, మొహరుతో _____ వ సంవత్సరం _____

మాసము _____ తేదిన కుంజూరు చేయడమైనది.

Given under my hand and seal at Hyderabad this the 23rd

day of Sept TWO THOUSAND AND Eight



OFFICE SEAL

504
సంఘముల రిజిస్ట్రారు
REGISTRAR OF SOCIETIES
హైద్రాబాద్
హైద్రాబాద్

CONSTITUTION AND BYE LAWS

Amended at International Convention held on 21-12-2013

ARTICLE I

Name

1. The Association shall be known and termed as the "Vasavi Clubs International"
2. The Registered office of the Association shall be located at H. No. 1-1-385/32, P&T Colony, Gandhi Nagar, Hyderabad - 500 080.

Extension of Constitution

3. This constitution and Bye Laws extend to the Vasavi clubs affiliated to this Association and wherever they exist throughout the country and abroad.

Insignia

4. The following shall be the Insignia (logo) of the Association. The below designed logo shall be the approved Insignia of Vasavi Clubs International and it is registered with the Registrar of Trademarks with the Regn. No. 1905676.



- a) Beneath the said Insignia the motto of this Association "Live to Serve" shall be there.
- b) The different parts of the Insignia shall be in the following colour description.
 - i. Centre Back ground : Red
 - ii. "V" : Yellow
 - iii. Back ground of "Vasavi Club International" : Blue
 - iv. Vasavi Clubs International (Letters) : Yellow
 - v. Side Petals : Baby Pink
 - vi. Live to serve -(Letters) : Black

Fiscal Year

5. The Fiscal Year of the Association shall be 1st January to 31st. December.

Definitions

6. The term "Association" whenever occurring shall mean and refer to Vasavi Clubs International.

7. The term "Good standing" wherever refer shall mean fulfilment of all the financial and constitutional obligations of the Association.
8. Vasavian means a person who has been inducted as a good standing member in any good standing member club of the association.
9. VIPPRO (Vasavi Clubs International Policy & Procedures Organiser) is a hand book of the Association consisting of all the clauses of constitution and Bye-laws besides the procedures adopted by the VCI and also the programmes designed by VCI for the better administration of clubs and in turn the Districts in detail. As such VIPPRO shall be an Authoritative Book of the Association.

ARTICLE-II

Aims and Objects

1. The Main Aims of the Association are Fellowship, leadership and service to all community and society.
2. To bring all Vasavi Clubs engaged in service of poor and needy on a common Platform.
3. To encourage the extension of Vasavi Clubs throughout.
4. To Co-ordinate the activities of the Member clubs and to Organize Programmes of common interest.
5. To Promote Peace, Unity and Brotherhood amongst the individual members that constitute the different Clubs.
6. To Provide Assistance in the field of Education by Promoting Higher Education and Establishing Book Banks and allied education development sources to the needy by adopting such other Projects deemed fit.
7. To Promote Community Welfare, Social Awareness and Service Projects for the Persons with disabilities in the Society at large.
8. To Promote High Ethical Standards in various fields.
9. To give Financial Assistance to important Service Projects and Programmes and Rural Development through Member Clubs.
10. To acquire, construct Building or Buildings for the Association.
11. To Establish a Strong and Efficient Administrative Office/Secretariat at Hyderabad to achieve the objects of the society.
12. To see that these activities and services are reached to the poor, needy of the society/community irrespective of the religion, caste, creed, sex in India.

ARTICLE III

Membership

1. The Members of this Association shall be all the Vasavi Clubs duly affiliated and Chartered by the Association which are engaged in service activities to the needy, poor of the community/society.

2. The International Governing Board shall have full Right and Authority to Organize and all Charter Clubs through District Administration sponsored by any of the existing clubs under such rules and regulations as it may prescribe subject to the provisions of this Constitution and Bye-Laws and Policies established by the International Governing Board from time to time. All Clubs shall be autonomous. A Vasavi Club shall be considered as chartered when its Charter has been officially issued pursuant to the procedures established from time to time by the International Governing Board. The acceptance of Charter by a Vasavi Club shall be a ratification of, and agreement on its part to be bound by the said Vasavi Club to have its relationship with this Association interpreted and Governed by this Constitution and Bye-Laws according to the Laws, in effect from time to time, in the state of incorporation of the Association.
3. A person can be an honorary or associate member without voting right other than his primary membership in a member club.
4. If any club intends to terminate the membership of a present or a past governor, such club shall inform the same to the International Secretariat. After receipt of such information, International President shall nominate a committee for making enquiry and submit a report to the IEC for proper action. The decision of IEC is binding. Till such time all actions of the club regarding the same will be held void and unforeseeable.

Extension of Clubs

5. Vasavi Club may be formed and chartered in any defined Geographic area, including those in which an established club, or clubs, may exist, with the consent of the District Governor and subject to the approval of the International Governing Board. The area within which a club or clubs are to be chartered and recognized subject to change as provided from time to time.
6. Each Vasavi club shall be known by the name of the defined Geographic Area in which it is located. If any such Geographic area is having more than one Club, Such club shall add a distinguishing designation to such area name and to carry on the service activity to the needy and poor of the society in India.

Disaffiliation of Clubs

7. Any Chartered Vasavi Club which shall fail to meet any constitution and financial obligations to this Association may, in the discretion of the international Governing Board and in consultation with the District Governors, suspend the activities of the club and forfeit its assets pending final determination of its status by the international Governing Board.
8. If any chartered club resigns from the Association it shall be deemed and considered that all the properties, both movable and immovable to

have been vested with the Association with all rights, title and interest absolutely without requiring any other formalities.

9. Any club fails to pay the prescribed subscription for any 2 years and commits default such club will be placed under status quo for 2 months. In spite of it, such club keeps the same status automatically it is deemed to have been disaffiliated.

ARTICLE IV

Structure

1. International Executive Council of the Association shall be comprised of the following officers :
 - a) International President
 - b) International Secretary
 - c) International Treasurer
 - d) Imm. Past International President
 - e) Past National & International Presidents
 - f) International Vice Presidents
 - g) International Vice Presidents (Multiple)
 - h) International Joint Secretaries
 - i) International Additional Treasurers
 - j) International Directors.
2. International Governing Board of our Association shall be comprised of the following officers :
 - a) International President
 - b) International Secretary
 - c) International Treasurer
 - d) Imm. Past International President
 - e) Past National & International Presidents
 - f) International Vice Presidents
 - g) International Vice Presidents (Multiple)
 - h) International Joint Secretaries
 - i) International Additional Treasurers
 - j) International Directors
 - k) Governors
 - l) International Programme Coordinators (Without voting right) And such other officers as may be nominated by the International President whenever necessary Each such appointee shall be a member in good standing of a

Vasavi club in good standing of the Association at the time of such appointment.

3. The total strength of the IEC shall not exceed 0.25% of the total strength of members of member clubs of the association subject to minimum 2 officers from each district and the remaining will be at the discretion of the International President addition to Past National / International Presidents.
4. The International President shall be elected at the International Convention of the Association held annually.
5. The International President shall nominate One International Secretary One International Treasurer, International Vice Presidents, International Vice Presidents (Multiple), International Joint secretaries, International Additional Treasurers, International Directors International Programme Coordinators and such other officers as he may deem fit and necessary for the efficient administration and all such Nominees shall hold office accordingly.
6. Any vacancy in any office except that of the International President shall be filled by appointment by the International President for the remaining term of the office.
7. In the event of a vacancy in the office of the International President, the Past National & International Presidents (Advisory Committee) shall convene their meeting within 20 days and select a person, who possesses the qualifications and requirements to file nomination for International President, and such selected person's name shall be referred to IGB being presided by Imm. International Past President for its acceptance. From the date of vacancy till selection the Imm. International Past President shall hold the chair of International President for all purposes. The International Secretary shall issue the notice of convening of such meeting.
8. The elected President who holds the chair for more than 6 months and one day in a fiscal year shall only be treated or rather considered as eligible for presidentship for all purposes in future.
9. International Executive Council shall meet as and when necessary with a minimum of 3 meetings in a year.
10. International Governing Board shall meet not less than 3 times in a year.
11. The first International Executive Council Meeting to be held within 60 days from the date of the International Convention.
12. The first International Governing Board Meeting to be held within 90 days from the date of the International Convention.
13. 21 days of written notice of the meetings setting forth the date, time and place determined by the International President shall be given to each

member of the International Governing Board / International executive Council by the International Secretary.

14. Extra Ordinary meeting of the International Governing Board apart from the mandatory meetings can be called for at the discretion of the International President or upon a written request made to the international President or the International secretary by a majority of the members of the International Governing Board or International Executive Council. However such meeting shall be convened on a written requisition by $\frac{1}{3}$ member of IEC / IGB more than 50% of the good standing member clubs in case of Extraordinary General Body Meeting of VCI.
15. Not less than 5 and not more than 10 days of written or email or sms notice of special IEC/IGB meeting setting forth the purpose thereof and date, time and place determined by the International President shall be given to each member of International Governing Board by the International Secretary.

Quorum and Vote

16. The Quorum of International Executive Council shall be $\frac{1}{3}$ rd of its Members. In all such meetings the voting privilege shall extend to the International President, International secretary, International Treasurer, Imm. Past International President, Past National & International Presidents, International Vice Presidents, International Vice President (Multiple) International Joint Secretaries, International Additional Treasurers, International Directors.
17. The Quorum of International Governing Board shall be $\frac{1}{3}$ rd of its Members. In all such meetings the voting privilege shall extend to the International President, International secretary, International Treasurer, Imm. Past International President, Past National & International Presidents, International Vice Presidents, International Vice Presidents (Multiple), International Joint Secretaries, International Additional Treasurers, International Directors, Ruling Governors.
18. Any member club of Vasavi club International in ICON or any officer of IEC or IGB shall be in good standing as described in Article-1.

ARTICLE V

Administration and Funds

1. Every member Club should pay a sum of Rs.2,116/- as Affiliation fees and contribute per capita Annual Subscription as per the decision of the International Governing Board from time to time as per the strength of the Member club of the Association.
2. The above mentioned subscription of the Member club shall be collected by the District along with the District Dues which should be duly sent to the International Secretariat in India.

3. All the Affiliation fees of Rs.2,116/- collected from Clubs should be deposited as a Corpus Fund in Nationalized Banks and the interest accrued from it shall be transferred to the Administrative Account in India.
4. The Annual subscription is subject to the amendment by a resolution by the International Governing Board and the same may be informed to the member clubs in time.
5. The billing shall be based on the membership of each Member Club as reported in the CMR of the month of December of the preceding year and if any members join at a later time the subscription for them has to be paid.
6. Any club that acts against the interest of the Association or does not fulfill its obligations shall be disaffiliated from the Association by a resolution adopted at the International Governing Board., Any club so disaffiliated can seek re-admission by paying affiliation charges and subscription arrears as stipulated herein above.
7. For the club outside India, Vasavi Clubs International will receive funds from them to India towards affiliation etc. for the objects of the society. And no funds will be sent to the clubs outside India.

ARTICLE VI

Accounts and Audit

1. The Association shall maintain the Accounts on Mercantile and double entry system and the annual financial statement of account shall comprise of Balance Sheet and Income & Expenditure Account incorporating therein the figures of the previous year.
2. The International President, Secretary and Treasurer can open Bank account of VCI and operate in any Nationalised Bank and get it ratified in the I.E.C.
3. The International President, International Secretary & International Treasurer for the fiscal year shall maintain proper books of account of the association which shall be closed by 31st December and as stated above for the subsequent period for accounting and auditing purpose. They shall be audited by a Chartered Accountant and a Report/certificate obtained.
4. The proposed budget shall be presented by the International Treasurer in the first International Executive Council and forwarded to the International Governing Board for approval. Any amounts excess spent over the budget estimate shall get ratified by the International Governing Board subsequently.
5. All expenditure shall be duly authorized by the International President along with International Secretary and International Treasurer.
6. Expenses of the International President in connection with his attending the IGB Meetings and visits to clubs shall be subject to approval by the IGB at such rates as may be fixed from time to time.

7. International President and his cabinet shall not incur excess of expenditure over income in any fiscal year.
8. The Accounts shall be Audited Annually and if found necessary at more frequent intervals by a Chartered Accountant appointed in the International Governing Board.
9. The Audit of the Accounts shall be completed within two months after close of the year and the auditor's report and financial statements of accounts together with the financial report of the International Treasurer shall be placed before the earliest IEC/IGB and at the next International Convention.
10. It shall be the responsibility of the International President and his cabinet of the year to which the account relate to answer question and given explanations on matters raising from discussions on the Accounts in the Business session of the international Convention.
11. The International Treasurer shall submit at the International Convention, a statement of receipts and payments of the current fiscal year prepared up to 30 days prior to the International Convention approved by International Governing Board.
12. Funds, donations or contributions received or collected by the International President and the IGB members during the period of their office shall be accountable by them and shall be credited to the account of Association.
13. The interest thus received on Corpus Fund shall be used for Natural calamities and other Education related or other service projects as decided by the IGB in India.
14. The Corpus fund shall not be utilized for any purposes.
15. Under any circumstances the funds of the Association shall not be transferred to other countries for any reason/cause either with or without permission.
16. The outgoing International President, International Secretary & International Treasurer shall hand over charge of all the Records, Books of Account, Cheque Books, Bank Account Pass Books, Fixed Deposit receipts, Assets and liabilities and all the financial transactions related to the Association within 7 days from the beginning of the fiscal year.

ARTICLE VII

International Convention

1. The International Convention of the association shall be held in each year in the month of December and notice for the Convention for that year shall be issued 60 days prior to the Convention, mentioning therein the time, date and place fixed by the IGB to the Member clubs.

2. The following will be the Agenda at the International Convention:
 - i. To present the International President's Report
 - ii. To Approve the Receipts and Payments account of the Fiscal year.
 - iii. To approve the Audited Account of the previous year.
 - iv. To Elect the International President
 - v. To receive bids for the next International Convention
 - vi. To consider Amendments to the constitution, if any
 - vii. Any aspect that may be found just & necessary by International President or International Governing Board.
 - viii. Handing over the authorisation for operating bank accounts for the succeeding year.
 - ix. To appoint auditors for succeeding year.
3. The International President shall issue an official call prior to the International Convention not less than 70 days prior to the day fixed for holding the Convention to all Clubs and members of International Governing Board.
4. Each affiliated club in good standing in the Association shall have one voting right for every 30 members. If there are major fraction i.e., more than 16 members above the said ratio of 30 members one more vote will be allocated. It will be casted by the club President. While casting the vote the credentials will be issued in the order of President, General Secretary and the Treasurer and the rest of votes if any, can be allocated as per the resolution that will be passed in the Board meeting of the respective club. In the absence of PSTs the resolution of the board meeting shall prevail.
5. Each certified delegate present in person may cast one vote on each subject to be voted upon by the members at the International Convention.
6. The affirmative vote of a majority of the voting delegates present on any issue shall become the part of the Constitution of the Association.
7. The voting delegates, who have registered themselves at the Convention by paying delegate fee, shall be permitted to participate in the deliberations at the International Convention.
8. All Past National & International Presidents, who are active members in good standing of an Affiliated Club in good standing and have registered as a delegate at the International Convention, shall have a vote in addition to the vote of their home clubs (by whatever name called in the past and future).
9. The Quorum for the International Convention shall be 10% good standing clubs.
10. Within 90 days of the conclusion of the International Convention, the International Secretary shall submit a copy of the complete proceedings

thereof to International Executive Council & International Governing Board.

11. The oath of office to the International President Elected will be given by the ruling International President at the International Convention. In turn, the International President Elect will nominate and install his Cabinet.
12. The powers of the international President and his cabinet will come into force from 1st January onwards.

ARTICLE VIII

Committees

1. The International President with the discussion of the election committee chairman shall nominate a Credential Committee comprising of the international Secretary, International Treasurer and two other members among Past National & International Presidents of the VCI.
2. In addition, the International President shall nominate Past National or International President/s as the Chairmen of the following Committees and fill any vacancies occurring in the following Committees. Training, Awards, Bifurcation-Reformation, Extensions, Finance, KCGFs, Nominations, Publications, Retention and Revivals and any such other Committees as the International President may feel fit. Each of these Committees shall perform such duties assigned to them by the international President within the purview of the constitution.
3. There shall be an Advisory Committee in which the Past National & International Presidents (in future called PInPs) will be the members and Imm. International Past President shall be the Chairman. Advisory Committee will recommend their suggestions and new policies to IEC and IGB for approval.
4. International President of the Association shall be the ex-officio member of all such committees, nominated by him.
5. The Nomination and election committee consisting of Past National / Past International President as Chairman and other members shall be constituted by the International President and the guidelines for nomination and election of such committee shall be within the purview of constitution of the Association. This committee shall act under the supervision of the International President.
6. The Constitution committee comprising of Past National / Past International President as chairman and other members shall be constituted by International President. Whenever any change is required in the Association the committee shall sit together and frame the rules regarding the proposed amendment and shall be forwarded to IGB for approval and in turn to General body for sanctity.

ARTICLE IX

Nominations for the Office of the International President

1. The candidate should be a Past Governor who has served as Governor for the full term and should have a standing of 5 years as Past Governor and should hold the Membership of any affiliated Club of the association in good standing and he should be a member of the Executive Council for at least three (3) consecutive full terms with a security deposit amounting to Rs. 50,000/- in the form of demand draft drawn in favour of Vasavi Clubs International payable at Hyderabad. This security deposit shall stand forfeited in the event of failure of securing 10% of the polled votes by the candidate. No Change.
2. Each candidate shall address the International Convention for not more than 10 minutes in case of plurality of Candidates.
3. The Sponsoring Home Club shall submit a copy of the resolution sponsoring the candidature along with the Nomination in person, along with the candidate.
4. A copy of the Bio-data of the candidate to be enclosed along with the Passport size photograph.
5. All the concerned papers should be signed by the President and the General Secretary of the sponsoring club.

ARTICLE X

POWERS OF THE INTERNATIONAL PRESIDENT

1. The international President is authorized to convene the meeting with International Office Bearers so as to discuss about the measures to be taken for the development of the Organization to discuss the points narrated and to place the recommendations before International Executive Council for implementation.

ARTICLE XI

POWERS OF THE INTERNATIONAL EXECUTIVE COUNCIL

The Powers of the International Executive Council shall be:

1. To approve the Annual Report & Audited Accounts of the previous year and recommend to the International Convention for its approval.
2. To Propose the Amendments in the Constitution and Bye-Laws whenever necessary.
3. Powers to formulate and see that Policies are implemented.
4. To fix the Annual Subscription of the members of the member Clubs from time to time, subject to the approval of the International Governing Board.

5. To remove any officer of this Association from his office for his non-performance or for his activities against the Aims & Objects of this Association and against the interest or the development of the Association.
6. To fix up the Date and Place of the forthcoming International Convention.
7. To finalize Lease, contracts or Building Construction Contracts for the development of the Properties and assets of the Association.
8. To Sanction Matching Grants for various Projects to the Member Clubs or through District administration.
9. To supervise the day to day administration of the Association and implementation of the Policies and strengthen the Administration at the Secretariat.
10. To Accept or reject the donations from any person or group of persons or Associations without assigning any reasons.
11. Any appointed Officer of the International Executive Council/IGB can be removed from the Council if he absents himself for two consecutive meetings without prior permission of the International President/Secretary/Treasurer.
12. All the decisions of the International executive Council will be taken by a simple majority who are present at the meeting and the Presiding Officer shall have a preferential vote.
13. To allocate and Re-allocate Member Clubs to respective Districts, directly or through a Committee.
14. To take decisions about the Deposits to be made in the Nationalized Banks.
15. To invest the funds of the Association in Fixed Deposits with Nationalized Banks, Government securities, or any other investments as the Office bearers deem fit, but in accordance with Section 11(5) and Sec.13 of the Income Tax Act 1961.

ARTICLE XII

POWERS OF THE INTERNATIONAL GOVERNING BOARD

The powers of the International Governing Board shall be:

1. To Approve the Annual Report & Audited Accounts of the previous year and recommend to the International Convention for its approval.
2. To propose the Amendments in the constitution and Bye-laws whenever necessary.
3. Powers to formulate and see that Policies are implemented.
4. To Fix the Annual Subscriptions of the members of the Member Clubs from time to time.

5. To Appoint the auditors.
6. To Remove any officer of this Association from his office for his non-performance or for his activities against the aims & objects of this Association and against the interest of the development of the Association.
7. To Fix up the date and place of the forthcoming International Convention.
8. To Finalize and permit Contracts or Building Construction contracts for the development of the Properties and Assets of the Association.
9. To have prepared and approved a Budget showing anticipated Receipts and Expenditures for the ensuring Fiscal year.

ARTICLE XIII

DISTRICTS

1. The International Executive Council shall allocate the member Clubs into respective Districts taking into consideration of the geographical contiguity. Each District shall be under the Administration of the District Governor.
2. The District Governor shall be elected by the respective good standing member Clubs in the District at its Annual District Conference.
3. The clubs allocated to the Districts shall be divided into the Regions and Zones by the District Governor for the effective administration and such Regions and Zones under the charge of Deputy Governor and Zone Chairperson respectively.
4. Bifurcation and reformation of Districts shall be made in the IGB based on the recommendations of the IEC or on a requisition by any District Cabinet to bifurcate that particular district and on considering the extension of clubs in the particular District or Districts or association.
5. Reformation of District shall be made as per the recommendations of the District Reformation Committee, which shall be forwarded to IEC and IGB for approval, such committees shall comprise of District Governor, IEC, Past Governors of respective districts.
6. In case of any bifurcation, reformation or reorganization of districts the IGB shall decide upon the allocation of the assets of such districts or shall made over or transfer the assets of the district in favour of the association.

1. The District Cabinets

1. **The District Micro Cabinet** of the Association shall comprise of the following officers:
 - a. District Governor
 - b. Cabinet Secretary
 - c. Cabinet Treasurer
 - d. Immediate Past District Governor

- e. Deputy Governor Administration
- f. Deputy Governors
- g. Cabinet Joint Secretary
- h. Cabinet Joint Treasurer
- i. Zone Chairpersons

2. **THE DISTRICT CABINET** of the Association shall comprise of the following officers:

- a. District Governor
- b. Cabinet Secretary
- c. Cabinet Treasurer
- d. Immediate Past District Governor
- e. Past District Governors
- f. International Programme Co-ordinators
- g. Deputy Governor Administration
- h. Deputy Governors
- i. Cabinet Joint Secretary
- j. Cabinet Joint Treasurer
- k. District Coordinator (Past President / Z.C. / Deputy Governors)
- l. Zone Chairpersons
- m. Regional Secretaries
- n. District Chairpersons

3. And such other officers may be nominated by the District Governor whenever necessary. Each such officer shall be a member in good standing of a Vasavi club in good standing of the Association at the time of such nomination.
4. The members of the District Cabinet shall be nominated by the District Governor. The District Governor also can nominate any other officer whom he deems it fit and necessary for the circumstances and for the efficient administration of the association. And all such nominees shall hold the office accordingly
5. Any vacancy in any office shall be filled by nomination by the District Governor for the remaining term of the office.
6. In the event of a vacancy in the office of the District Governor, the Past District Governors (Advisory Committee) shall convene their meeting within 20 days and select a person, who possesses the qualifications and requirements to file nomination for District Governor, and such selected person's name shall be referred to District Cabinet being presided by Immediate Past District Governor for its acceptance. From the date of vacancy till selection the Immediate Past District Governor shall hold the chair of District Governor for all purposes. The Cabinet Secretary shall issue the notice of convening of such meeting.

7. The District Governor who holds the chair for more than 6 months and one day in a fiscal year, shall only be treated or rather considered as eligible for Governorship for all purposes in future.

2. Administration and Funds

1. The subscriptions of the Member clubs shall be collected by the District along with the District Dues which should be duly sent to the International Secretariat in India.
2. The District Governor of the each District shall transfer the surplus funds of the fiscal year to succeeding Governor under supervision of Vasavi Clubs International on or before the end of February of the succeeding year.
3. The District may collect funds from members through the member clubs for specific district activities through a resolution in the cabinet.

3. Accounts and Audit

1. The Districts shall maintain the Accounts on Mercantile and double entry system and the annual financial statement of account shall comprise of Balance Sheet and Income & Expenditure Account incorporating therein the figures of the previous year.
2. The District Governor, District Cabinet Secretary and Cabinet District / Treasurer can open a new bank account in any Nationalised Bank and operate existing bank account by taking resolution from micro cabinet.
3. The District Micro Cabinet (DMC) for the fiscal year shall keep or cause to be kept proper books of account of the District which shall be closed by 31st December, whereas the succeeding DMC shall submit accounts from 1st January to 31st December and as stated above for the subsequent period for accounting and auditing purposes. They shall be audited by a chartered Accountant and a Report/certificate obtained. These shall be in the custody of the District Micro Cabinet.
4. The proposed budget shall be presented by the Cabinet Treasurer in the first District Micro Cabinet and District Cabinet. Any amounts excess spent from the budget estimate shall get ratified by the District Cabinet subsequently.
5. All the expenditure shall be duly authorized by the District Governor, Cabinet Secretary and Cabinet Treasurer.
6. All the Cheques drawn shall be signed by the District Governor along with Cabinet Secretary or Cabinet Treasurer.
7. Expenses of the District Governor in connection with his attending the IGB Meetings and visits to clubs shall be subject to approval by the District Cabinet, at such rates as may be fixed from time to time.
8. District Governor and his cabinet shall not incur excess of expenditure over income in any fiscal year.

9. The Accounts shall be Audited Annually and if found necessary at more frequent intervals by a Chartered Accountant appointed in the District Cabinet.
10. The Audit of the Accounts shall be completed within two months after closure of the year and the auditor's report and financial statements of accounts together with the financial report of the Cabinet Treasurer shall be placed before the earliest District Micro Cabinet / District Cabinet and at the next District Convention.
11. It shall be the responsibility of the District Governor and his cabinet of the year to which the account relate, to answer questions and to give explanations on matters arising out of discussions on the Accounts in the Business session of the District Convention.
12. The Cabinet Treasurer shall submit at the District Convention, a statement of receipts and payments of the current fiscal year prepared up to 30 days prior to the District Convention approved by District Cabinet.
13. Funds, donations or contributions received or collected by the District Governor and the Cabinet members during the period of their office shall be accountable by them and shall be credited to the account of Association.
14. The Corpus Fund if any to be transferred to VCI.
15. Under any circumstances the funds of the Association shall not be transferred to other countries for any reason/cause either with or without permission.
16. The outgoing District Governor, Cabinet Secretary & Cabinet Treasures shall hand over charge of all the surplus funds, Records, Books of Account, Cheque Books, Bank Account Pass Books, Fixed Deposit receipts, Assets and all the financial transactions related to the District to the succeeding District Governor and his team of respective office bearers within 7 days from the start of the fiscal year.

4. Meetings, Quorum and Voting

1. The District Micro Cabinet shall meet as and when necessary with a minimum of 3 meetings in a year.
2. The District Cabinet shall meet not less than 3 times in a year.
3. The first District Micro Cabinet Meeting to be held within 45 days from the date of the start of the fiscal year.
4. The first District Cabinet Meeting to be held within 60 days from the date of the fiscal year.
5. 21 days of written notice of the meetings setting forth the date, time and place determined by the District Governor shall be given to each member of the District Cabinet / District Micro Cabinet by the Cabinet Secretary.
6. Extra Ordinary meeting of the District Cabinet apart from the mandatory meetings can be called for at the discretion of the District Governor or upon

a written request made to the District Governor or to the Cabinet secretary by a majority of the members of the District Cabinet or District Micro Cabinet. However, such meeting shall be convened on a written requisition by 1/3 member of Dist. Micro Cabinet / Dist. Cabinet / majority of the constituent member clubs in case of DISCON. But such written requisitions shall have to meet the approval of District Cabinet.

7. Not less than 5 and not more than 10 days of written or SMS notice of special meeting setting forth the purpose thereof and date, time and place determined by the District Governor shall be given to each member of District Cabinet by the Cabinet Secretary.
8. The Quorum of District Micro Cabinet shall be 1/3rd of its Members. In all such meetings the voting privilege shall extend to the District Governor, Cabinet Secretary, Cabinet Treasurer, Immediate Past District Governor, Deputy Governors Administration, Deputy Governors, Cabinet Joint Secretaries, Cabinet Joint Treasurers and Zone Chairpersons.
9. The Quorum of District Cabinet shall be 1/3rd of its Members. In all such meetings the voting privilege shall extend to the District Governor, Cabinet Secretary, Cabinet Treasurer, Immediate Past District Governor, Past District Governors, Deputy Governors Administration, Deputy Governors, Cabinet Joint Secretaries, Cabinet Joint Treasurers, Zone Chairpersons.
10. Any member club of Association, or any officer of District Micro Cabinet or District Cabinet, intending to vote in DISCON / District Cabinet / District Micro Cabinet shall be in good standing as described in Article-I.
11. The District Governor is authorized to issue notifications from time to time as and when necessary for the purposes of administration and information to discharge the duties entrusted to him by virtue of this constitution.

5. District Conference and Annual General Body

- a) The District Conference of the association is the Annual General Body Meeting of the Association and it shall be held in each year in the month of October / November and notice for the Conference for that year shall be issued 30 days prior to the Conference, mentioning therein the time, date and place fixed by the District Cabinet to the Member clubs.
- b) The following will be the Agenda at the District Conference:
 - i) To present the District Governor's Report.
 - ii) To Approve the Receipts and Payments account of the Fiscal year.
 - iii) To approve the Audited Account of the previous year.
 - iv) To Elect the District Governor for the next fiscal year.
 - v) To receive bids for the next District Conference.
 - vi) To consider Amendments to the Constitution & Bye-laws, if any to forward to IGB of VCI for approval at ICON.

- vii) Any aspect that may be found just & necessary by District Governor or District Cabinet.
- viii) Handing over the authorisation for operating bank accounts for the succeeding year.
- c) The District Governor shall issue an official call prior to the District conference not less than 60 days prior to the day fixed for holding the Conference to all Clubs, and members of District Cabinet.
- d) Each affiliated club in good standing in the district shall have one voting right for every 30 members. If there are major fraction i.e., more than 16 members above the said ratio of 30 members one more vote will be allocated. It will be casted by the club President. While casting the vote the credentials will be issued in the order of President, General Secretary and the Treasurer and the rest of votes if any, can be allocated as per the resolution that will be passed in the Board meeting of the respective club. In the absence of PSTs the resolution of the Club Board Meeting shall prevail.
- e) Each certified delegate present in person may cast one vote on each subject to be voted upon by the members at the District Convention.
- f) The affirmative vote of a majority of the voting delegates present on any issue shall become the part of the Constitution of the Association.
- g) The voting delegates, who have registered themselves at the Conference by paying delegate fee, shall be permitted to participate in the deliberations at the District Conference.
- h) All Past District Governors, who are active members in good standing of an Affiliated Club in good standing and have registered as a delegate at the District Conference, shall have a vote in addition to the vote of their home clubs.
- i) The Quorum for the District Conference shall be 1/3 good standing clubs.
- j) The oath of office to the District Governor elected will be given by the ruling District Governor at the District Convention. In turn, the District Governor Elect will nominate and install his Cabinet.
- k) The powers of the District Governor and his cabinet will come into force from next fiscal year onwards.
- l) Within 90 days of the conclusion of the District Convention or in the next following meeting of District Micro Cabinet or Cabinet, whichever is earlier, the District Governor / Cabinet Secretary shall submit a copy of the complete proceedings and minutes thereof to the District Micro Cabinet & District Cabinet.
- m) Extra Ordinary meeting of the District General Body apart from the mandatory District Conference can be called for at the discretion of the District Governor or upon a written request made to the District Governor or to the Cabinet

secretary by a majority of the members of the District Cabinet or District Micro Cabinet. However, such meeting shall be convened on a written requisition by 50% member of Dist. Micro Cabinet / Dist. Cabinet / majority of the constituent member clubs.

6. Committees

1. The District Governor shall nominate a Credential Committee comprising of the Cabinet Secretary, Cabinet Treasurer and two other members from the Past District Governors. The said committee shall issue credentials to good standing clubs as per the ratio.
2. In addition, the District Governor shall nominate past Governors as the Chairmen of the following Committees and fill any vacancies occurring in the following Committees. Awards, Extensions, Finance, Nominations, Publication, Retention & Revival and any such other Committees as the District Governor may feel fit. Each of these Committees shall perform such duties assigned to them by the District Governor.
3. There shall be an Advisory Committee in which the Past District Governors will be the members. The Chairman of the Committee shall be elected by its members. Advisory Committee will recommend their suggestions and new policies to District Micro Cabinet and District Cabinet for approval.
4. District Governor of the Association shall be the ex-officio member of all such committees, nominated by him.

7. Nomination and Elections

1. The Nomination Committee shall fix and circulate the requirements of an individual who intends to file the nomination for the office of the District Governor.
2. Any good standing member of a good standing club of the Association and who fulfils the qualifications, requirements and norms given by the Nomination & Election Committee of VCI can submit nomination for the office of the District Governor on the date fixed by the Nomination Committee.
3. The Nomination shall be submitted to the Nomination & Election Committee not later than 21 days prior to the convening of the District Convention or as per the decision or procedure that will be decided and prescribed by Nomination & Election Committee of VCI.
4. If there are nominations for more than one, the Nomination & Election Committee shall make arrangements for conducting election as per the election schedule that has to be given when the Nominations are called for.
5. The elections shall be conducted by Secret ballot only.
6. In case of tie in voting the District Governor will exercise his preferential vote.

7. Any candidate who is so proposed shall be entitled they would with draw from contest by handing over a letter of withdrawn approved by the Board of Directors of his home club to the Chairman of the Nomination Committee at least 15 clear days before the commencement of the voting in the District Convention or as per the guidelines sent by the Nomination & Election Committee of VCI.

8. The candidate should be a Past Zone Chairperson and Past Deputy Governor who has served for the full term in the respective posts and should have a standing of 5 years as Past President and should hold the Membership of any affiliated Club of the association in good standing and he should be a member of the District Cabinet for at least three (3) consecutive full terms with a security deposit amounting to Rs. 20,000/- in the form of demand draft drawn in favour of Vasavi Clubs International District V.....A. This security deposit shall stand forfeited in the event of failure of securing 10% of the polled votes by the candidate.

8. POWERS OF THE DISTRICT GOVERNOR

1. The District Governor is authorized to convene the meeting with District Office Bearers so as to discuss about the measures to be taken for the development of the Organization to discuss the points narrated and to place the recommendations before District Micro Cabinet for implementation.
2. The District Governor is authorized to allocate the clubs of the District into Regions and Zones as many as may be needed for the convenient administration of the District.

9. POWERS OF THE DISTRICT MICRO CABINET

The Powers of the District Micro Cabinet shall be:

1. To approve the Annual Report & Audited Accounts of the previous year and recommend to the District Conference for its approval.
2. To consider Amendmens to the Constitution & Bye-laws, if any to forward to District Cabinet, IGB of VCI for approval at ICON.
3. Powers to formulate and see that Policies are implemented.
4. To fix up the Date and Place of the forthcoming District Conference.
5. To finalize Lease, contracts or Building Construction Contracts for the development of the Properties and assets of the Association.
6. To Sanction Matching Grants for various Projects to the Member Clubs.
7. To supervise the day to day administration of the District and implementation of the Policies and strengthen the Administration at the Secretariat.
8. To Accept or reject the donations from any person or group of persons or Associations without assigning any reasons.
9. Any appointed Officer of the District Micro Cabinet can be removed from the

Cabinet if he absents himself for without prior permission of the District Governor.

10. All the decisions of the District Micro Cabinet will be taken up by a simple majority who are present at the meeting and the Presiding Officer shall have a preferential vote.

10. POWERS OF THE DISTRICT CABINET

The powers of the District Cabinet shall be :

1. To Approve the Annual Report & Audited Accounts of the previous year and recommend them to the District Conference for its approval.
2. To propose the Amendments in the constitution and Bye-laws whenever necessary to forward to IGB of VCI for approval at ICON.
3. Powers to formulate and see that Policies are implemented.
4. To appoint the auditors.
5. To remove any officer of the District from his office for his non-performance or for his activities against the aims & objects of this Association and against the interest or the development of the Association.
6. To fix up the date and place of the forthcoming District Convention.
7. To Finalize and permit Contracts or Building Construction contracts for the development of the Properties and Assets of the District.
8. To have prepared and approved a Budget showing anticipated Receipts and Expenditures for the ensuing Fiscal year.

ARTICLE XIV MEMBER CLUBS

1. Membership

1. The Members of the member clubs shall be an Arya Vysya by birth and shall agree to abide by this constitution and bye-laws and who has attained the age of 18 years.
2. A Member shall acquire membership in the association on an application by him in writing to the General Secretary of the club, on an approval of the executive committee and on payment of the membership / admission / subscription fee prevailing.
3. A member shall cease to be a member when he acts against the aims and objectives/interests of the association or violates any of the provisions of the constitution and bye laws of the association.

2. Structure of a Member Club

President & Executive Committee:

1. The Executive Committee and Board of Directors shall comprise of 11 elected officers, and maximum of 11 nominated members at the rate of 1 for 10

members totalling to 22 members apart from past president.

2. The term of Executive Committee shall be fiscal year of the VCI.
3. The elected officers of the Executive Committee / Board of Directors shall be the President, the General Secretary, the Treasurer, Immediate Past President the Vice Presidents, the Joint Secretaries and Joint Treasurers
4. The nominated members of the Executive Committee / Board of Directors shall be nominated by the President.
5. The President and the elected/nominated members of the executive committee shall be elected at the Annual / Extra ordinary General Body Meeting.
6. Any vacancy in any elected/nominated office of the Executive Committee except that of the President shall be filled by nomination by the President on the advice of the 'advisory board' for the remaining term of the office.
7. Any vacancy in any nominated office of the Executive Committee shall be filled by nomination by the President for the remaining term of the office.
8. A member of the executive committee who fails to attend 3 consecutive meetings without proper explanation for his absence acceptable to the executive committee or fails to take the permission of the President shall be deemed to have resigned from the executive committee.

CLUB PRESIDENT

1. Any vacancy in the office of the President shall be filled by the Executive Committee on the advice of the Advisory Committee consisting of the Past Presidents.
2. If he is a Charter President for the Club inaugurated before 30th September shall be considered as eligible for Past Presidents Privileges for all purposes in future.

3. Administration and Funds

1. Every member should pay subscription fees and contribute per capita Annual Subscription as per the decision of the EC from time to time.
2. The club may collect funds from members for specific club activities through a resolution in the EC / General Body meeting and on recommendation of Advisory Committee.
3. Any member who does not pay the subscription or any other amounts that are prescribed by the General Body to be paid by each member in general, or who falls in any monetary obligation to the club shall be expelled from the club on the recommendations of the EC. Any member so expelled can seek re-admission by paying concerned funds or by discharging the monetary obligation for which he has been so expelled and follow the recommendation of IGB of VCI.

4. The outgoing President and his team of elected officers of the club shall transfer the surplus funds of the fiscal year to succeeding President and the EC, and also shall hand over charge of all the Records, Books of Account, Cheque Books, Bank Account Pass Books, Fixed Deposit receipts, Assets and all the financial transactions related to the club within two months of start of respective fiscal year.

4. Accounts and Audit

1. The member club shall maintain the Accounts on Mercantile and double entry / single entry system and the annual financial statement of account shall comprise of Balance Sheet and Income & Expenditure Account incorporating therein the figures of the previous year.
2. The President, Secretary and Treasurer of the member club can open a New Bank Account in any Nationalised Bank or Operate an existing account by taking resolution in the Board of Directors meeting.
3. A proposed budget shall be presented by the Treasurer in the first EC Meeting. Any amounts spent in excess of the budget estimate shall get ratified by the EC and General Body subsequently.
4. All the expenditure shall be duly authorized by the President, General Secretary and Treasurer.
5. All the Cheques drawn shall be signed by the President along with General Secretary or Treasurer.
6. The President and his team shall not incur excess of expenditure over income in any fiscal year.
7. The Accounts shall be Audited Annually if found necessary at required frequent intervals by a Chartered Accountant appointed in the EC.
8. The audit of the accounts shall be completed within one month after the closure of the fiscal year and the auditor's report and financial statements of accounts together with the financial report of the club Treasurer shall be placed before the earliest EC/General Body.
9. It shall be the responsibility of the President and his team of the year to which the account relate, to answer questions and to give explanations on matters arising out of discussions on the Accounts in the Business session of the General Body.
10. Funds, donations or contributions received or collected by the President and the EC members during the period of their office shall be accountable by them and shall be credited to the account of Association.
11. The Corpus Fund shall not be used for any purpose.
12. The interest thus received on Corpus Fund shall be used for Natural calamities and other Education related or other service projects as decided by the EC/General Body in India.

13. Under any circumstances the funds of the club shall not be transferred to other countries for any reason/cause either with or without permission.

5. Meetings, Quorum and Voting

1. The Executive Committee shall meet as and when necessary with a minimum of 6 meetings in a year.
2. The first Executive Committee Meeting to be held within 45 days from the date of the start of the fiscal year.
3. 14 days of written notice of the meetings setting forth the date, time and place determined by the President shall be given to each member of the EC by the General Secretary.
4. Extra Ordinary meeting of the EC/General Body apart from the mandatory meetings can be called for at the discretion of the President or upon a written request made to the President or to the General Secretary by the members of the EC. However, such meeting shall be convened on a written requisition by 1/3 member of EC / majority of the members in case of General Body. But such written requisitions shall have to meet the approval of EC.
5. Not less than 5 and not more than 10 days of written or email/SMS notice of special meeting setting forth the purpose thereof and date, time and place determined by the President/EC shall be given to each member of EC/General Body by the General Secretary.
6. The Quorum of EC shall be 1/2 of its Members. In all such meetings the voting privilege shall extend to the President, General Secretary, Treasurer, Immediate Past President, Past Presidents, Vice Presidents, Joint Secretaries, Joint Treasurers and Elected or nominated EC members.
7. Any member of club, or any officer of EC intending to vote in EC / General Body whether ordinary or extra ordinary shall be in good standing as described in Article-I.
8. All the decisions of the EC will be taken up by a simple majority who are present at the meeting and the Presiding Officer shall have a preferential vote.

6. Annual / Extraordinary General Body Meeting

- a) The Annual General Body Meeting of the club shall be held in each year in the month of October / November and notice for the Meeting for that year shall be issued 15 days prior to the Meeting, mentioning therein the time, date and place fixed by the EC, to the members.
- b) The following will be the Agenda at the Annual General Body Meeting:
 - i) To present the General Secretary's Report.
 - ii) To Approve the Receipts and Payments account of the Fiscal year.
 - iii) To approve the Audited Account of the previous year.

- iv) To Elect the President and his team of members for the next fiscal year.
 - v) To consider Amendments to the constitution & Bye-laws, if any.
 - vi) Any aspect that may be found just & necessary by President or EC.
 - vii) Handing over the authorisation for operating bank accounts for the succeeding year.
- c) Extra Ordinary meeting of the General Body apart from the mandatory Annual General Body can be called for at the discretion of the President or upon a written request made to the President or to the General secretary by a majority of the members of the EC. However, such meeting shall be convened on a written requisition by 1/3 members of EC / majority of the members. But such written requisitions shall have to meet the approval of EC.
 - d) Each member in good standing except honorary or associate member in the Association shall have voting right.
 - e) The voting members shall be permitted to participate in the deliberations at the Annual / Extra Ordinary General Body Meeting.
 - f) The Quorum for the Annual / Extra Ordinary General Body shall be 1/3 of its good standing members.
 - g) The powers of the President and his team will come into force from next fiscal year onwards.

7. Committees

1. The President may nominate a Credential Committee comprising of the General Secretary, Treasurer and two other members among Past Presidents. The said committee shall issue credentials to good standing members.
2. In addition, the President may nominate from the past presidents of the association, the Chairmen of the following Committees and fill any vacancies occurring in the Committees with members of Awards, Extension, Finance, Nominations, Publication and any such other Committees as the EC may feel fit. Each of these Committees shall perform such duties assigned to them by the EC.
3. There shall be an Advisory Committee in which the Past Presidents will be the members. The Chairman of the Committee shall be elected by its members. Advisory Committee will recommend their suggestions and new policies to EC for approval on its own or on a reference.
4. The Nomination and Election Committee shall be appointed by the President for conducting elections for the posts of the President and his team of members for succeeding fiscal year. The Committee shall fix and circulate the requirements of an individual who intends to file the nomination for the office of the President and other elected offices of the EC regarding filing of nomination, scrutiny, withdrawal and conduct of elections. Election Officer should not contest in the election for any post.

5. President of the club shall be the ex-officio member of all such committees, nominated by him.

8. Powers of the President

1. The President is authorized to convene meetings with club Office Bearers so as to discuss about the measures to be taken for the development of the association to discuss the points narrated and to place the recommendations before EC for implementation.
2. To supervise the day to day administration of the club and implementation of the Policies and strengthen the Administration at the Secretariat.
3. The President is authorized to issue notifications from time to time as and when necessary for the purposes of administration and information to discharge the duties entrusted to him by virtue of this constitution.

9. POWERS OF THE EXECUTIVE COMMITTEE

The Powers of the EC shall be:

1. Powers to formulate and see that Policies are implemented.
2. To approve the Annual Report & Audited Accounts of the previous year and recommend to the General Body for its approval.
3. To have prepared and approved a Budget showing anticipated Receipts and Expenditures for the ensuing Fiscal year.
4. To Sanction Grants for various Projects to the concerned Committees.
5. To finalize Lease, contracts or Building Construction Contracts for the development of the Properties and assets of the club.
6. To appoint the auditors.
7. To Accept or reject donations from any person or group of persons or Associations without assigning any reason.
8. To fix up the Date and Place of the forthcoming General Body.
9. To remove any officer of the club from his office for his non-performance or absents the number of meetings provided in this constitution sufficient to his removal or for his activities against the Aims & Objects of this Association or against the interests of the development of the club or the Association.
10. To invest the funds of the club in Fixed Deposits with Nationalized Banks, Government securities, or any other investments as the Office bearers deem fit, but in accordance with Section 11(5) and Sec.13 of the Income Tax Act 1961.

10. Dissolution

1. The member club may be dissolved if 3/4th of all the good standing members express a desire for such dissolution by being present in person at the General Body Meeting convened for this specific purpose.

2. In the event of the DETERMINATION or DISSOLUTION OF THE CLUB, for any reason, the EC shall made over or transfer the properties of the member club to VCI.

ARTICLE XV DISSOLUTIONS

1. The association may be dissolved if $\frac{3}{4}$ of all the good standing clubs express a desire for such dissolution by being present in person at the International Convention convened for this specific purpose.
2. In the event of the DETERMINATION OF THE ASSOCIATION or DISSOLUTION, for any reason, the Executive Council shall made over or transfer the properties of the Association to an institution or an Organization having objects similar to those of this Trust and having registration u/s 12A of the Income Tax Act 1961 of Indian Government.

ARTICLE XVI

Amendments

1. The Constitution & Bye-laws may be amended at the International Convention by $\frac{2}{3}$ rd of the Voting Delegates present at the time of the Amendment.
2. No Amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club not less than 30 days prior to the convening of date of the International Convention with a notice that the same will be voted upon at the said Convention.
3. Each Amendment shall take effect at the closure of the International Convention at which adopted unless otherwise specified in the Amendment.
4. However, no such amendment shall be effective unless it is approved by the concerned authority of Government.
5. If any club intends to get any clause amended or to include any new clauses in the constitution, such club shall have to send about the proposed amendments to the International Secretariat as well as to the District Office, 30 days prior to the District Convention or District Cabinet Meeting and after getting approval in the DISCON / District Cabinet Meeting regarding such amendments, it will be taken up in the IGB and present it to the ICON for approval. On such approval only it will be entertained and carried out as amendment.

BYE LAWS

ARTICLE I

1. This Association is known and termed as "Vasavi Clubs International".
2. Vasavi Club means and referred herein is a club affiliated to this Association under due presentation of charter by this Association.
3. Prayer of the Association and in turn Vasavi clubs shall be:

VisWajanani Vasavi 'Ma hridaya Geethi Anduko,
'Nitya Puja, Satya Sindhu Atma Harathi Anduko'
Kalam Paraga, galam sagaga seva veeniya mrogaga

//Viswa//

Souharda Ardratha Nindaga Sneha deepam velagaga
Sahakara bhandham Niluvaga pragathi pushpam viriyaga
Bhakthito ninu koluthumu Viswa santhi ki niluthumu

//Viswa//

4. Every club in Rural area i.e., Panchayat shall require minimum 30 persons whereas in Urban or semi urban i.e., Municipal or Corporation it shall require minimum 40 persons to get affiliation of the association and to consider it as in good standing it shall hold the minimum number.
5. Any member who contributes a sum or Rs.2500/- towards the KCGF (Kalwakuntla Chandrasena Gupta Fellowship). Fund shall be conferred with KCGF. Out of the amount collected, a sum of Rs. 2100/- shall be deposited as a Corpus Fund, A sum of Rs. 400/- to be credited to a separate account shall be utilized to honour the KCGF Donor with Plaque & Pin.

ARTICLE II

1. Qualifications for International Officer

1. A candidate for the office of the International Secretary/International treasurer/ International Vice President/ International Vice President Multiple/ International Joint secretaries / International Addl. Treasurers and International Directors who shall be nominated by the International President shall be a good standing member of a good standing club and must have served as the Governor of the District for the full term of the Association.
2. The eligibility for the post of Programme Coordinator to be nominated by International President for a specific purpose shall be a member in good standing of a Club in good standing and should have served at least as a Deputy Governor of the District for full term. Such position will be without voting right.
3. If the International President of the fiscal year fails to submit the audited accounts before the 31st day of March of the succeeding year in 1st IEC /

IGB he shall not be entitled to enjoy the privileges of Immediate Past International President / Past President till he submits.

2. Qualifications for District Officer

1. A candidate for the office of the Cabinet Secretary/Cabinet treasurer/Deputy Governor Administration/ Deputy Governor / Cabinet Joint secretaries / Cabinet Joint Treasures / District Coordinator / Zone Chairperson who shall be nominated by the District Governor shall be a good standing member of a good standing club and must have served as the President of a Club for the full term of the Association.
2. The eligibility for the post of District Chairperson to be nominated by District Governor for a specific purpose shall be a member in good standing of a Club in good standing and should have served at least as member of Executive Committee of the club for full term.
3. A person who holds the Chair of District Governor shall submit audited accounts in the Cabinet Meeting of the succeeding year before 60 days from the start of the fiscal year and get it approved. And if no such Cabinet Meeting is held before the stipulated period, it shall be sent to the International Secretariat. If he fails to do so it will be considered as a disqualification for getting promotion to VCI till he submits accounts and also, he is not entitled to enjoy the privileges of Immediate Past District Governor till he submits.

3. Qualifications for Member Club Officer

1. A candidate for the office of the General Secretary / treasurer / Vice President / Joint secretary / Joint Treasure / EC member who shall be elected or nominated by the President shall be a good standing member.
2. The eligibility for the post of Committee Chairperson to be nominated by President for a specific purpose shall be a member in good standing of the association and should have served as President of the association for full term.
3. A person who holds the Chair of President shall submit audited accounts in the EC Meeting of the succeeding year within two months of the start of fiscal year and get it approved. And if no such EC Meeting is held before the stipulated period, it shall be sent to the VCI. If he fails to do so it will be considered as a disqualification for getting promotion to VCI till he submits accounts and also, he is not entitled to enjoy the privileges of Immediate Past President till he submits.

TRANSFER OF MEMBERSHIP:

1. A member of good standing of a good standing member club of the Association can seek for change of his membership to another member club in good standing on intimation to the Association. Such members seniority or other positions and merits shall be considered as they were.

ARTICLE III

1. Powers, Duties & Responsibilities of International Officers

1. International President

The International President shall be the Chief Administrative Officer of the Association and shall have direct supervision over its International executive Councils & International Governing Board. The specific responsibilities shall be to :

- a) Preside over IEC, IGB Conventions and other meetings of the International Association. In case International President is absent of any such meeting it will be presided by Vice President in order.
- b) Prepare Annual Programme planning for the Association.
- c) Supervise the Districts.
- d) Nominate the IEC & IGB members.
- e) Review the performance of the Districts & Regions periodically.
- f) Allocate the responsibility to the respective Office Bearers of IEC & IGB.
- g) Appoint the Committees as and when necessary.
- h) Perform such other functions for the implementation of the Aims and Objectives of the Association.
- i) Accountability of Assets, liabilities and Financial transactions of the Association.
- j) The International President shall nominate a committee of Nominations and Elections and the Chairman will be termed as Chief Election officer and he shall take care of the procedure for election of the Association and Districts such an opportunity if necessary elected officers and other officers.
- k) Appoint election officer from good standing Past National / International Presidents for conduct of election to the office of the International President.

2. International Secretary

He shall act under the supervision of International President. His specific responsibilities shall be

- a) Maintain an accurate record of the proceedings of all the meetings and forward the copies of the same to the International Executive Council and International Governing Board members.
- b) Record the minutes of the Meetings and Conferences as resolved by the IEC & IGB in the minutes book maintained by him
- c) Issue notices of the Meetings and Conferences as directed by the International President of IEC.

- d) Shall represent the Association in all the legal and other matters concerning to the Association.
- e) He shall communicate the Appointment of Auditors to the concerned.
- f) He must supervise the day to day Administration at the International Secretariat
- g) He shall distribute the work to the International Joint secretaries in consultation with the International President.

3. International Treasurer

He shall act under the supervision of the International President. His specific responsibilities shall be to:

- a) Collect all the levies received from the Member Clubs through the Districts and Association and deposit the same in such Bank of Banks and disburse the same as directed by the IEC.
- b) Maintain accurate books and records of Accounts and permit inspection of the same by the International Officers of any Member Club at any reasonable time for any proper purpose with prior permission of the International President.
- c) He shall furnish the books and records to the Auditor.
- d) He shall get them Audited within two months form the date he relinquishes his office.
- e) He shall submit the Audited Statement of A/cs to the International Governing Board at the earliest.

4. International Vice President

He shall act under the supervision of the International President. His specific responsibilities shall be to

- a) He shall supervise the duly allocated Committees by the International President and submit their reports to the International executive Council.
- b) He shall discharge the duties of the International President in his absence under any unforeseen circumstances, in order.

5. International Vice President (Multiple)

He shall act under the supervision of the International President. His specific responsibility shall be

- a) He shall over all supervise allocated districts by the International President and submit the report to International President.

- b) He shall discharge the duties of the International Vice President in their absence.

6. International Joint Secretary

He shall act under the supervision of the International President, His specific responsibilities shall be to :

- a) In the absence of the Secretary he shall discharge the responsibilities of the Secretary and execute the duties as International Secretary under instructions from the International president.
- b) He shall help or execute all works that are entrusted to him
- c) He shall supervise the duty allocated committees by the International President and submit his reports to the International executive Council.
- d) He shall discharge the duties of the International Secretary in his absence under any unforeseen circumstances, in order.

7. International Additional Treasurer

He shall act under the supervision of the International President. His specific duties and responsibilities shall be

- a) Reconcile the previous year Past District Governor Accounts.
- b) He shall take care of Internal Audit of the Vasavi Clubs International & Districts.
- c) He shall supervise and follow up collection of Self-Employments scheme loans recovery.

8. International Director

He shall act under the supervision of the International President. His specific responsibilities shall be :

- a) To oversee and supervise the allocated area of activity to him by the International President.
- b) To submit his report every month on the progress and steps to be taken for the successful implementation of the Projects allocated under his area of activity.

9. International Programme Co-ordinators

He shall act under the supervision of the International President. His specific responsibilities shall be to look after the Projects assigned to him by the International President.

2. Powers, Duties & Responsibilities of District Officers

1. District Governor

The District Governor shall be the Chief Administrative Officer of the Association and shall have direct supervision over its District Micro Cabinet & District Cabinet. The specific responsibilities shall be to:

- a) Preside over District Micro Cabinet, District Cabinet, District Convention and other meetings of the Association. In case the District Governor is absent of any such meeting it will be presided by Immediate Past Governor in order.
- b) Prepare Annual Programme planning for the Association.
- c) Supervise the Regions & Zones.
- d) Nominate the Cabinet members.
- e) Review the performance of the Regions & Zones periodically.
- f) Allocate the responsibility to the respective Office Bearers of Cabinet.
- g) Appoint the Committees as and when necessary.
- h) Perform such other functions for the implementation of the Aims and Objectives of the Association.
- i) Accountable for assets, liabilities and financial transactions of the Association.
- j) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

2. Cabinet Secretary

He shall act under the supervision of District Governor. His specific responsibilities shall be :

- a) Maintain an accurate record of the proceedings & Minutes of all the meetings and forward the copies of the same to the District Micro Cabinet and District Cabinet members and to VCI.
- b) Issue notices of the Meetings and Conferences as directed by the District Governor.
- c) Shall represent the Association in all the legal and other matters concern to the Association.
- d) He shall communicate the Appointment of Auditors to the concerned.
- e) He must supervise the day to day Administration at the District Secretariat.
- f) He shall distribute the work to the Cabinet Joint secretaries in consultation with the District Governor.

- g) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

3. Cabinet Treasurer

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

- a) Collect all the subscriptions received from the Member Clubs, deposit the same in such Bank of Banks and disburse the same as directed by the Cabinet after remitting the dues to the VCI.
- b) Maintain accurate books and records of Accounts and permit inspection of the same by the International Officers of any Member Club at any reasonable time for any proper purpose with prior permission of the District Governor.
- c) He shall furnish the books and records to the Auditor.
- d) He shall get them Audited within two months from the date he relinquishes his office.
- e) He shall submit the Audited Statement of A/cs. to the District Cabinet at the earliest.
- f) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

4. Deputy Governor Administration

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

- a) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.
- b) He shall discharge the duties of the District Governor in his absence under any unforeseen circumstances, in order.

5. Deputy Governor

He shall act under the supervision of the District Governor. His specific responsibility shall be:

- a) He shall over all supervise allocated region by the District Governor and submit the report to District Governor and VCI as well.
- b) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

6. Cabinet Joint Secretary

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

- a) He shall assist the Cabinet Secretary in discharging his duties or execute all the secretarial works that are entrusted to him.
- b) He shall supervise the duty allocated committees by the District Governor and submit his reports to the District Micro Cabinet.
- c) He shall discharge the duties of the Cabinet Secretary in his absence under any unforeseen circumstances, in order.

7. Cabinet Joint Treasurer

He shall act under the supervision of the District Governor. His specific duties and responsibilities shall be:

- a) He shall assist the cabinet Treasurer in discharging his duties or execute the entire treasurer's works that are entrusted to him.
- b) He shall take care of Internal Audit of the Association.
- c) He shall discharge the duties of the Cabinet Treasurer in his absence under any unforeseen circumstances, in order.

8. District Coordinator

He shall act under the supervision of the District Governor. His specific responsibilities shall be:

- a) To coordinate with the Deputy Governor in supervising the allocated area of activity to him by the District Governor.

9. Zone Chairperson

He shall act under the supervision of the District Governor. His specific responsibilities shall be:

- a) He shall over all supervise allocated zone by the District Governor and submit the report to the concerned Deputy Governor, District Governor and VCI as well.
- b) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

3. Powers, Duties & Responsibilities of Member Club Officers

1. President :

The President shall be the Chief Administrative Officer of the member club and shall have direct supervision over the EC. The specific responsibilities shall be to:

- a) Preside over Executive Committee, General Body and other meetings of the club. In case the President is absent of any such meeting it will

be presided by Immediate Past President in order.

- b) Nominate the Executive Cabinet members.
- c) Prepare Annual Programme planning for the club.
- d) Appoint the Committees as and when necessary.
- e) Supervise and Review the performance the Committees and associated trusts.
- f) Allocate the responsibility to the respective Office Bearers of Cabinet.
- g) Perform such other functions for the implementation of the Aims and Objectives of the Association.
- h) Accountable for assets, liabilities and financial transactions of the club.
- i) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by the Association by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

2. General Secretary

He shall act under the supervision of President. His specific responsibilities shall be:

- a) Maintain an accurate record of the proceedings & Minutes of all the meetings and forward the copies of the same to the EC / General Body members and to the District and International Secretariats.
- b) Issue notices of the Meetings and Conferences as directed by the President.
- c) Shall represent the club in all the legal and other matters concern to the club.
- d) He shall communicate the Appointment of Auditors to the concerned.
- e) He must supervise the day to day Administration at the club Secretariat.
- f) He shall distribute the work to the Joint secretaries in consultation with the President.
- g) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by Association by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

3. Treasurer

He shall act under the supervision of the President. His specific responsibilities shall be to :

- a) Collect all the subscriptions received from the Members, deposit the same in such Bank of Banks and disburse the same as directed by the EC after remitting the dues to the Association.

- b) Maintain accurate books and records of Accounts and permit inspection of the same by the International / District / Region /Zone Officers at any reasonable time for any proper purpose with prior permission of the President.
- c) He shall furnish the books and records to the Auditor.
- d) He shall get them Audited within two months from the date he relinquishes his office. He shall submit the Audited Statement of A/cs. to the EC at the earliest.
- e) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

4. Vice President:

He shall act under the supervision of the President. His specific responsibilities shall be to:

- a) He shall discharge the duties of the President in his absence under any unforeseen circumstances, in order.
- b) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by VCI by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

5. Secretary

He shall act under the supervision of the President. His specific responsibilities shall be to:

- a) He shall assist the General Secretary in discharging his duties or execute all the secretarial works that are entrusted to him.
- b) He shall supervise the duty allocated committees entrusted to him by the President and submit his reports to the EC.
- c) He shall discharge the duties of the General Secretary in his absence under any unforeseen circumstances, in order.

6. Joint Treasurer

He shall act under the supervision of the President. His specific duties and responsibilities shall be:

- a) He shall assist the Treasurer in discharging his duties or execute the entire treasurer's works that are entrusted to him.
- b) He shall take care of Internal Audit of the club.
- c) He shall discharge the duties of the Treasurer in his absence under any unforeseen circumstances, in order.

7. EC Member

He shall act under the supervision of the President. His specific responsibilities shall be:

- a) He shall attend the EC meetings, participate in the deliberations and vote on the decisions. Shall take up the responsibility of member in the committee entrusted to him and discharge the duties that are entrusted to him by the President / EC and submit the report to the President / EC.
- b) Exercise the powers vested in him, discharge all the duties entrusted to and take up all the responsibilities levied by Association by virtue of its Constitution and Byelaws and through VIPPRO or any other manual.

ARTICLE IV

Meetings and Convention Procedure

- a) The International President shall arrange the order of business for the International Convention and the same shall be the order of the day for all sessions.
- b) The District Governor shall arrange the order of business for the District Convention and the same shall be the order of the day for all sessions.
- c) Except or otherwise specially provided in this Constitution and Bye laws or in the rules of procedure adopted at the meeting or Convention, any meeting of the IGB, District, Club or any group of Committee thereof, any one of them shall be determined by ROBERTS RULE OF ORDER NEWLY REVISED.

ARTICLE V

1. Nomination and Elections Procedure of International President

- a. The Nomination and Election Committee shall fix and circulate the requirements of an individual who intends to file the nomination for the office of the International President.
- b. Any good standing member of a good standing club of the Association and who fulfills the qualifications, requirements and norms given by the Nomination & Election Committee can submit nomination for the office of the International President on the date fixed by the Nomination Committee.
- c. The Nomination shall be submitted to the Nomination & Election Committee not later than 15 days prior to the convening of the International Convention or as per the decision or procedure that will be decided and prescribed by such Committee.
- d. If there are nominations for more than one, he shall make arrangements for conducting election as per the election schedule that has to be given when the Nominations are called for.
- e. The elections shall be conducted by Secret ballot only.
- f. In case of tie in voting the International President will excise his preferential vote.

- g. Any candidate who is so proposed shall be entitled they would with draw from contest by handing over a letter of withdrawal approved by the Board of Directors of his home club to the Chairman of the Nomination/Committee as per the guidelines sent the International Nomination & Election Committee.

2. Elections for the Office of the District Governor

- a. The Sponsoring Home Club shall submit a copy of the resolution sponsoring the candidature along with the Nomination in person, along with the candidate.
- b. A copy of the Bio-data of the candidate to be enclosed along with the Passport size photograph.
- c. All the concerned papers should be signed by the President and the General Secretary of the Sponsoring Club.
- d. In case of plurality of Candidates, each candidate shall address the District Convention for not more than 5 minutes.

3. Elections for the Office of the President & Other Officers of the club

- a. A copy of the Bio-data of the candidate to be enclosed along with the Passport size photograph.
- b. All the concerned papers should be signed by the Candidate.
- c. In case of plurality of Candidates, each candidate shall address the General Body for not more than 5 minutes.
- d. Any good standing member of the club and who fulfils the qualifications, requirements and norms given by the Nomination & Election Committee can submit nomination for the office of the President or other offices on the date fixed by the Nomination and Election Committee.
- e. The Nomination shall be submitted to the Nomination & Election Committee not later than 10 days prior to the convening of the Annual General Body or as per the decision or procedure that will be decided and prescribed by Nomination & Election Committee.
- f. If there are nominations for more than one, the Nomination & Election Committee shall make arrangements for conducting election as per the election schedule that has to be given when the Nominations are called for.
- g. The elections shall be conducted by Secret ballot, only of those members present. No proxy shall be permitted.
- h. In case of tie in voting the President will exercise his preferential vote.

- i. Any candidate who is so proposed shall be entitled they would with draw from contest by handing over a letter of withdrawal to the Chairman of the Nomination Committee at least 3 clear days before the commencement of the voting in the Annual General Body Meeting or as per the guidelines sent by the Nomination & Election Committee.
- j. The candidate should pay a security deposit amounting to Rs. 1,000/- in the form of demand draft drawn in favour of the club. This security deposit shall stand forfeited in the event of failure of securing 10% of the polled votes by the candidate.

प्रश्न ओ - 2
FORM O-2



Duplicate Certificate

भारत सरकार
GOVERNMENT OF INDIA
व्यापार चिन्ह रजिस्ट्री
TRADE MARKS REGISTRY

क्रमांक
No. 999399

व्यापार चिन्ह अधिनियम, 1999
Trade Marks Act, 1999

व्यापार चिन्ह के रजिस्ट्रीकरण का प्रमाणपत्र, धारा 23 (2) नियम 62 (1)
Certificate of Registration of Trade Mark, Section 23 (2), Rule 62 (1)

व्यापार चिन्ह संख्या / Trade Mark No. 1905676 दिनांक / Date 06/01/2010 ज. संख्या / J.No. 1455

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Certified that the Trade Mark / a representation is annexed hereto, has been registered in the name(s) of

VASAVI CLUBS INTERNATIONAL, A SOCIETY REGISTERED UNDER ANDHRA PRADESH SOCIETIES ACT, 2001, Trading as : VASAVI CLUBS INTERNATIONAL, 1-1385/32, BESIDE MUTHYALAMMA TEMPLE, GANDHI NAGAR, HYDERABAD- 500 080, SERVICE PROVIDER, (Society)

In Class 45 Under No. 1905676 as of the Date 06 January 2010 in respect of PROVIDING AND ORGANIZING SOCIAL SERVICES INCLUDED IN CLASS 42



Vasavi Clubs International



मेरे निर्देश पर आज के 07th मास के April, 2011 के दिन को इस पर मुद्रा लगायी गई।
Sealed at my direction, this day of April, 2011

R. Ravi Varan
Chennai

Charanje

व्यापार चिन्ह रजिस्ट्री,
Trade Marks Registry,

व्यापार चिन्ह रजिस्ट्रार,
Registrar of Trade Marks

रजिस्ट्रीकरण अधिनियम की धारा 30 से 33 तक के लिए और अधिनियम की धारा 34 से 35 तक के लिए और अधिनियम की धारा 36 से 37 तक के अधिनियम के अन्तर्गत यह प्रमाणित किया जा सकता है।
Registration is for 10 years from the date of application and may then be renewed for a period of 10 years and also at the expiration of each period of 10 years.
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Note: Upon any change of ownership of this Trade Mark, or change in address, of the principal place of business or address for service in India a request should AT ONCE be made to register the change.



Vasavi Clubs International



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