

BY LAWS OF TUTICORIN
DIOCESAN ASSOCIATION ACCORDING TO
SOCIETIES REGISTRATION ACT OF 27/75

1. Name of the Association .. THE TUTICORIN DIOCESAN ASSOCIATION
2. The Address of the Registered Office of the Association .. Bishop's House, Cathedral P.O. Tuticorin 628 001.
3. The date of formation of the Association .. 14.4.1937
4. Register of the District Within whose jurisdiction the Office of the Association is situated ..Tuticorin Registrar Office, Tuticorin
5. The working hours of the Association .. 9.30 A.M to 1 P.M
2.30 P.M to 5.30 P.M

6. The Objects of the Association:

- a) The provision and maintenance of Churches, Seminaries, missionaries, educational and industrial institutions, hostels, boarding houses and generally for any other religious and charitable purpose or purposes as in the opinion of the Governing Body may be conducive to the maintenance and advancement of the Spiritual and material interests of the Roman Catholic Mission in the said Diocese of Tuticorin.
- b) The promotion of Science and Education arts, social reform, public health, social service, cultural, religious and Charitable activities.

GOVERNING BODY:

7. The Governing Body as the executive committee shall consist of:-
- a) The Bishop of Tuticorin
 - b) The vicar General of the Diocese
 - c) The procurator of the Diocese
 - d) The Vicars Forane of Tuticorin, Vadakankulam, Sattankulam, and Manapad.
 - e) The Chancellor of the Diocesen of Tuticorin.
 - f) Any other person or persons whom the Bishop of Tuticorin may from time to time appoint as and when he judges proper.

8. In the event of any vacancy occurring among the members 7(b) to 7(f) of the Governing Body either upon transfer, resignation or death such vacancy shall be filled by new members duly elected by the Governing body and ratified by the Bishop of Tuticorin within three months from the date of such vacancy.

9. The Governing Body members shall be subscribers to the Memorandum of the Association.

10. The Members of the Governing Body shall be in the positions of trustees and not be beneficial owners.

11. All powers regarding the property of the Society moveable and immovable shall vest with the Governing Body. All documents relating to the society and more specially those relating to the transactions mentioned in rule 13 shall be executed for and on behalf of the Society by the Procurator in respect of property pertaining to the Diocese, or in Special cases by the Bishop of Tuticorin, or a priest appointed by him for that purpose.

12. The Governing Body shall have full powers to manage the affairs of the Society and to administer its properties and to do all acts which in its opinion may be conducive to the attainment of the objects of the Society. In particular it may through the procurator sell, exchange, mortgage, or otherwise deal with the property or any part thereof belonging to the Society and apply the proceeds in any manner and for such purposes as it thinks fit for promoting the objects of the Society. It may also borrow or raise money in such manner as it shall think fit and secure the payment of any money borrowed or raised by the Society through mortgage or pledge upon the whole or any part of the Society's property or assets and give to lenders to creditors of sale and all other usual and necessary powers.

13. The Governing Body shall be answerable for the maintenance of the Churches, seminaries, missionaries, orphanages, hostels and boarding establishments and the fulfillment of all conditions or regulations by the department of education in accordance with Education Grant-in-aid Code.

14. The procurator of the Diocese shall have power to purchase, sell, endorse, transfer, and negotiate in every way, securities stocks, and shares of every description on the money market for and on behalf of the Society, with the consent or knowledge of the Bishop as President.

15. With reference to section 6 of the Societies Registration Act, the Association shall sue and be sued in the name of the Procurator.

16. In all transactions especially those mentioned in rule 12, 14 and 15, it shall not be required or demanded from the procurator the production of any written special delegation or power of attorney by the Governing Body or of the Proof of

a special resolution passed by the said Governing Body empowering him to enter into and conclude any such transaction and do all the requisites necessary in such transaction.

17. The Property of the Association mentioned in Rules 11 and 12 includes all the Churches, chapels, Schools, houses hotels, institutes and other kind of immoveable properties and all their movables and appurtenances as well as all the lands administered by His Lordship, the Bishop of Tuticorin, and the priests only for the benefit of the Tuticorin Diocese.

The above rules and regulations of the Association may be altered or additions thereto made by a resolution passed at a general body meeting of the association.

18. Executive Committee and Office Bearers:

The Association shall have an Executive Committee consisting of not more than 11 (Eleven) members. They shall have the powers to manage the affairs of the Association. The Executive Committee Members shall be elected by the general body. The Executive Committee is the governing Body of the Association.

The Office bearers of the Association as elected by the Executive Committee are 1) The President (2) Vice-President and the Secretary Cum-Treasurer. The Office bearers and the Executive Committee members shall hold office for 3 years. They are eligible for re-election. Any casual vacancy can be filled up by the General Body.

And till the vacancy is filled up other Executive Committee Members shall look after the affairs. Any Executive Members can resign his post by giving one month notice. The Executive Committee can accept the resignation if it so desires. Till the designation is accepted it will be considered that the particular member is in office. The Executive Committee shall meet at least once in 3 months to transact the affairs of the Association. The accounts of the Association from the date of the last meeting to the date of the meeting shall be checked by the committees. The quorum of the Executive Committee is fixed as 5. The notice of the Executive Committee shall be sent to the members of the Executive Committee 7 days before the date of the meeting and their signature obtained for receipt of notice. Such notice shall contain the agenda for the meeting. The Executive Committee members shall be only honorary members and no remuneration is payable to them.

Generally the period of office of the Executive Committee shall be over on the 31st day of May and new Members shall take hold of office from 1st day of June. Any members otherwise elected shall join the office immediately. Any member may be re-elected. Members shall be service minded to work for the benefit of the Association.

19. Duties and powers of the office Bearers of the Executive Committee

President

The Bishop of the Diocese shall be elected as President as is the head of the Diocese as per Canon Law. As president he shall preside over all the meetings of the Association. He shall do his utmost to carry out the objects of the Association. He is also responsible for the General Administration of the Association. He shall have the powers to constitute Committees such as Finance, Education etc.

Vice-President

The vicar General shall be elected as the vice President. In the absence of the president the Vice president shall preside over all the meetings and carry out the duties of the president.

Secretary-Cum-Treasurer:

The Procurator shall be elected as the Secretary cum-Treasurer of the Association. Secretary cum Treasurer shall carry out the day to day duties of the Association in consultation with the president. He is responsible for conducting the meetings (Both Committee and Members) preparation of the Agenda, maintenance of records, minutes books and preparation of Budgets ect. All the affairs and transactions shall be executed by him. He shall be the Treasurer. He will be responsible for proper maintenance of accounts. He shall maintain proper books of accounts and records for the receipts of the Association, like subscription, donations, etc. He shall make payment if authorized by the President and record the same in the books of accounts. He shall keep the balance of the Association in the institution approved by the Executive Committee.

20. General Rule and Regulations:

Every year after the Annual General Body meeting is held in May the following records shall be filed with the registrar within two months of such meetings.

If the General Body meeting is not held in May it shall be held before the end of September.

- a) Register of Membership list as on 31st March in Form No. VI
- b) The Audited Income and Expenditure Account and Balance Sheet as on 31st March of the year.
- c) A certificate that the Society was functioning in the year ended 31st March of that year.
- d) List of Executive Committee Members for the next financial year.

f) Further any change in the committee or General Body shall be intimated within 14 days of such change or changes to the Registrar.

The Subscription fixed for the members is Rs.20/- per annum.

Copy of accounts can be had by any members by paying Rs.5/- Any member can see then freely after obtaining permission from the President and Secretary.

Proper legal action shall be instituted against members, Executive Committee members and the employees if any loss or damage is caused by them.

All the account books and documents shall be in Association office and in the charge of Treasurer. Cash upto Rs. 10,000/- can be had with the Treasurer for immediate disbursements. All other amounts shall be kept in the manner specified in section 24 of the Tamil Nadu Societies Registration Act 1978. Bank Accounts shall be opened in the name of the Association and shall be operated by signing the cheques by both the Secretary cum Treasurer, and the President or as per the decision of the financial committee.

All the funds of the Society / Association incur and keep in the mode prescribed under Section 11 (5) of the Income Tax Act and without prejudice to the I.T. Provisions as amended from time to time.

Day to day affairs of the Association shall be looked into by the President and Secretary. Subscriptions and donations can be paid to the Treasurer of Association and receipt can be received from him. The Treasurer will pay to the vouchers presented with the consent of the president or in the absence the Vice President.

Financial year of the Society shall be from April to March, General Body meeting of the Association shall be in the month of May every year. 21 days notice shall be given for the General Body meeting. In the notice referred to above, the time, the place of meeting and the agenda should be clearly indicated. If any amendment to By Law is proposed, the notice shall contain details about this also. The notice referred to above and annexures therein shall be exhibited in the notice board of the Association.

Extra ordinary General Body meeting shall be held before General Body meeting for the following reasons:-

a) Urgent meeting for changes in By-Law any change, removal or extension in the objects or for any other urgent administrative purposes.

b) If 1/3rd of the total members request in writing, then extra ordinary General Body Meeting should be called within one month of the receipt of such notice of the Association.

c) The President is empowered to issue notices to convene any type of meeting.

The following registers have to be maintained by the Association:

- a) Subscription Register
- b) Cash receipt and payment register
- c) Monthly expenditure register
- d) Ledger
- e) Minutes Book
- f) All Expenditure vouchers
- g) Receipt Book
- h) Bank pass book
- i) Members Register

If upon dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them, but shall be given or transferred to some institution or trusts having objects, similar to the objects of the Association to be determined by vote of not less than three fourths of the voting members present at the meeting held for the purpose or in default thereof by arbitration or by the Principal Court or original Civil Jurisdiction of the District in which the Principal office of the Association is situated.

In all other matters which have not been specifically mentioned herein the provisions of the Tamil Nadu Societies Registration Act 1975 and rules 1978 made thereunder shall apply

True copy of the By Laws unanimously passed by the Governing Body of Tuticorin Diocesan Association on 21-12-1993 according to Society Registration Act of 27/75.

Signed by
S.T.Amalnather
PRESIDENT

Signed by
A.T.Christian
SECRETARY

Place: Tuticorin
Date: 28.12.1993