



# Memorandum of Association Hockey Aruanchal (HA)

1. **Name of Society :-** The name of society shall be **Hockey Arunchal (HA)**.
2. **Registered Office:-** Ess Sector, Hill Top Colony Itanagar.
3. **Aims & Objectives:-** The Aims & Objectives for which the Society is established are as Under:-


## MAIN OBJECTIVES

- a) To promote and encourage the Game of Hockey in the State.
- b) To organize and control the game of Hockey in State.
- c) To provide facilities for the training of the Players.
- d) To infuse the players, coaches with new knowledge and techniques of Hockey.
- e) To select the state level team for participation in national championship.
- f) To seek and maintain affiliation to the "National Body" for promotion and development of Hockey.

## INCIDENTAL OBJECTIVES

- a) To grant the championship to the Hockey Association/Boards/Club in the State as decided under the rules & regulations of the society.
- b) To take disciplinary action against any affiliation units or Organization for any type of misbehavior or undesirable activities bringing discredit to the state country and for the game or which is pre-judicial to the interest of

  
President  
Hockey Arunachal

  
Secretary  
Hockey Arunachal

  
Hillang Nima  
Treasurer  
Hockey Arunachal (HA)

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the society and for not organizing competitions mandated by Hockey India.

9. To procure, collect and accept donations, contributions on such terms as it may consider reasonable.
10. To do all other things that may be necessary or expenditure to promote the development of hockey and for the conduct of its operations and generally to do all such things as may be necessary for expedient, lawful incidental or conducive to the attainment of the foregoing objects or any of them.
11. All the income earning, movable and immovable properties of the Society shall be solely utilized and applied towards its aims and objectives only as set forth in the Memorandum of Association and no profit or surplus thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or any other manner whatsoever to the present or past members of the society or to any person claiming through any one or more present and past members of the society. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit whatsoever by virtue of his membership.

#### **5. Governing Body:**

The names, addresses, occupations and designations of the members of the governing body to whom the management of the society is entrusted are as follows:

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**DESIROUS PERSON-**

We the undersigned are desirous of forming society namely "HOCKEY ARUNACHAL (HA)" under the society registration act 1860 as applicable to the Hockey Arunachal in the pursuance of the memorandum of association of the society on 9<sup>th</sup> August, 2019-



Sl. No.	Name	Address	DOB	Designation	Signature	Photo
1.	<b>Shri Gumjum Haider</b>	Ess-Sector, Ita	05/06/1978	President		
2.	<b>Shri Pinge Doji</b>	Ess-Sector, Ita	01/03/1984	V/President		
3.	<b>Mrs Binju Karlo</b>	Polo Colony	01/01/1980	Sr.V/President		
4.	<b>Shri Sonam Tenzing</b>	P-sector, Ita	30/04/1981	Gen. Secretary		
5.	<b>Shri Hillang Nima</b>	Pachin Colony, Nlg	15/08/1993	Treasurer		
6.	<b>Shri Bengia Map</b>	Pachin Colony, Nlg	02/03/1995	Joint Secy.		
7.	<b>Miss Nana Gona</b>	D-sector, Ita	04/03/1991	Joint Secy.		
8.	<b>Shri Bhim Chije</b>	P-sector, Ita	15/05/1989	Joint Secy.		

**President**  
Hockey Arunachal

**Secretary**  
Hockey Arunachal

**Hillang Nima**  
Treasurer  
Hockey Arunachal (HA)

## **1. MEMBERSHIP**

### **A. Eligibility**

All application of membership must be in writing in the form and containing the information required by the Executive Board by time to time.

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

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

b) Board/Institution:- Any State Level organization / institution of State Level from public or private sector working for the development of hockey in the country where the office bearers are duly elected on a periodical basis without voting rights.

### **B. Grant of Membership / Affiliation**

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

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### **C. Membership / Affiliation Fee**

The Membership / affiliation fee from the members will be payable for the different categories as follows:-

1. District Level Associations/Clubs : Rs. 1000/- for provisional membership  
Rs. 1000/- for permanent membership  
Renewal Fee: Rs. 500/- yearly
2. Board/Institutions Affiliation Fee: Rs. 5,000/- for provisional membership  
: Rs. 10,000/- for permanent membership  
Renewal Fee : Rs. 5,000/- yearly

### **D. Defaulters & Disaffiliation**

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

- a) Not depositing the requisite Affiliation / Membership / Renewal fee in time
  - b) Working against the aims & objects of Hockey India causing harm to the game of Hockey.
  - c) Not conducting their State Championships, Tournaments activity in the territory for which they owned the responsibility.
  - d) Not sending the teams in the scheduled hockey championships being organized by "Hockey Arunachal".
  - e) Encouraging doping or not having checks and controls over doping in their territory.
  - f) Any member covered under any clause mentioned above in Clause 4 (a) to 4 (e) will be considered as defaulter and would be liable for dis-affiliation.
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### **E. Re-affiliation**

1. Any member dis-affiliated may apply for re-affiliation of the same to the Executive Board.
2. The Executive Board shall have sole right to take appropriate action and report to General Council.

### **2. GENERAL COUNCIL**

The General Council shall be consisting of members duly affiliated to the "Hockey Arunachal".

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

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

### **3. MANAGEMENT**

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

#### **a) Executive Board**

1. The Executive Board of Hockey India shall consist of 12 (twelve) Office Bearers and 5 (five) Executive Members elected by the General Council
2. It shall be mandatory that out of total 17 (seventeen) members of the Executive Board at least 40% of the members shall be of either gender.

#### **b) Office Bearers**

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|--------------------------|--|
| 1. President             | : 1 (one)                                |
| 2. Senior Vice President | : 1 (one)                                |
| 3. Vice President        | : 4 (four) two each from both the gender |
| 4. Secretary General     | : 1 (one)                                |
| 5. Joint Secretary       | : 4 (four) two each from both the gender |
| 6. Treasurer             | : 1 (one)                                |

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

#### **d) Tenure**

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

#### **e) Vacancies**

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

1. If the organization he represents ceases to be a member or he ceases to be a member of that Member Organization.
2. If he resigns his office by a notice in writing to the President and his resignation is accepted by the President.
3. By death
4. The Executive Board shall have power to fill up vacancy so caused (article 17 i to iv), by co-option from among the representatives to the Council and that will remain good until the next election.

### **4. POWERS, FUNCTIONS & DUTIES**

#### **A) General Council**

1. To formulate the policy and principle on which the function of the society will be carried out.
2. To carry into effect the object of the society.
3. To hold election of the office bearers and Executive Members every four year in accordance with the rules and regulations of the society
4. To admit membership of any organization eligible for affiliation under the constitution.
5. To take decision regarding continuing/discontinuing its affiliation with any other organization.

6. To raise the fund to the society and to hold the same and to control and administer the properties of the society.
7. To impose or enforce the penalty or disciplinary action for any violation of the rules and regulations of the society.
8. To appoint auditor to audit the books of accounts of the society and certify the balance sheet.
9. To consider and adopt the annual report, Statement of accounts and sanction the budget estimates of the society.
10. To institute locate conduct and manage all State Championships pertaining to hockey in the country.
11. To appoint sub-committee(s) as and when necessary
12. To appoint Selection Committee, to select the State Contingents or players for coaching camps or to constitute the team.
13. To amend constitution by three fourth majority of members present and voting as and when considered necessary.
14. To explain and interpret the rules and regulations of the society and to take decision on any point if not covered under the constitution.
15. to have powers to frame by laws and rules and regulations which are not inconsistent with the constitution
16. To consider the Annual Report prepared by the Secretary General and Annual Audited Statement of Account by the Treasurer and submit the same for approval and adoption by the General Council.

#### **B) Executive Board**

1. To carry out the objective of the "Hockey Arunachal" specified in the Memorandum of Association.
2. To conduct the general management and direction of the General Council during the interval between the meeting of the General Council and report all the decisions and action taken for its approval.
3. To manage, supervise and administer the funds of the society as delegated by the General Council.

4. To prepare and submit the scheme for development of the Hockey in the State.
5. To decide cases of indiscipline/misconduct/protest/breach of regulation by the affiliated member or any individual and impose suitable penalty subject to his right to appeal to the General Council.
- ✓ 6. To fill in vacancy/vacancies in the Executive Board.
7. To nominate the Secretary General or any other member or members to act on behalf with fully authority to sign any deed or document or to give valid and effectual discharge as if all the members of the Executive Council have been acting jointly.
8. To provide building, premises, furniture, apparatus and other means needed for carrying out work of the Society and to frame the rules therefore.
9. To enter into, vary, carry out and cancel contracts on behalf of society.
10. To explain, define and interpret the provisions of this constitution when disputed.
11. To exercise such other powers and to perform such other duties as may be assigned to it by the Assembly.
12. To select the State contingents for the National Championships.
13. To organize coaching camps, clinics, independently or in co-operation with other agencies.
14. To do all such acts and things as are incidental or conducive to the doing of the foregoing acts or any of them.
15. To purchase moveable and immoveable properties for and on behalf of the "Hockey Arunachal".
16. To sell, discard or transfer any property of "Hockey Arunachal".
17. To appoint office staff as per requirement.
18. To appoint committee / committees with specific task assigned to them as and when needed and also to define the duties of the committee.
19. To collect, procure, accept and receive subscriptions, donations, gifts and endowment and raise funds by adopting all lawful means for the society.

20. To invest the funds of the society in such manner as the Executive Board may deem fit.

21. To co-opt any expert or specialist for any purpose and when necessary without any voting right.

22. To deal with all permanent and temporary appointments as well as dismissal or suspension of its office staff.

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

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

### **C) Committees**

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

### **D) President**

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

- V) In case of emergency, the President will have full power to issue order / orders, which may subsequently be confirmed by the Executive Board or General Council as the case may be.

**E) Senior Vice President**

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

**F) Vice Presidents**

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

**G) Secretary General (s)**

- I. The Secretary General shall be responsible for carrying out all the decisions of the General Council, Executive Board and Committee shall see that all the rules of the society are observed by all the concerned and shall subject to the general control and direction of the Board and the President inter alia.
- II. Convene all the meetings of the Council Board and Committees as determined by President and shall keep minutes of all proceedings and resolution of all such meetings to be correctly recorded in a book specially provided for the purpose and such minutes shall upon question put and votes taken thereon to be signed by the President at the meeting and when signed by him shall be conclusive evidence of the correctness of the entry.
- III. Shall be responsible for carrying out all correspondences in the name of the Society same as or otherwise directed by the President.
- IV. Shall be in-charge of all records and documents (including the registered of members) as may be necessary for the smooth and efficient working of the society.
- V. Shall have custody and maintain in proper order and condition, all trophies, souvenirs and seals and insignia of the Society of all moveable and immovable properties of the

Society and maintain up to date stock book and have annual stock taking made of all such properties.

- VI. Transact all official business of the Society.
- VII. Act as a convener of the Council, Board and Committees of the Society.
- VIII. Exercise a general supervision over the employees of the society.
- IX. Conduct all affairs of the Society according to its rules, regulations and by laws.
- X. Collect or cause to be collected all subscriptions and fees and get in with due diligence all other monies dues and payable to the society, make overall such monies as may from time to time be needed for meeting the necessary expenses sanctioned by the council.
- XI. Forward all bills for payment to the Treasurer up to the extent sanctioned in the budget estimates and after the approval of the President.
- XII. Ensure that the accounts of the Society have been properly maintained by the Hon. Treasurer and are regularly audited.
- XIII. Prepare every year, the annual report on the working of the society and place the same before the assembly after getting it duly approved by the Executive Board.
- XIV. He can also give charge of his Secretary ship to any one of the Joint Secretary or a person, if circumstances permit, with the approval of the President.

#### **H) Joint Secretaries**

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

## **I) Treasurer**

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

## **5. MEETINGS**

### **A. Annual General Meeting**

- i) The annual General Meeting of the General Council shall be held every year at a place, date & time to be decided upon by the President. As far as possible the meeting shall be held by rotation at different places.
- ii) The agenda of the Annual General Council Meeting shall also include :
  - a) Confirmation of the minutes of the previous Annual General Council Meeting and of the Special General Council Meeting, if any.
  - b) Consideration and adoption of the Secretary General's annual report on the working of the society.
  - c) Consideration and passing of the Audited Statement of Accounts of the year and the budget for the next year to be submitted by the Treasurer.
  - d) Appointment of Auditors and fixing their remuneration.
  - e) Election of the Executive Board, office bearers (if due).
  - f) Consideration of the Annual Hockey calendar.

- g) Amendment(s) to the constitution (if any).
- h) Any other business of which due notice has been given.
- i) Any matter affecting the welfare of the Society which the President may bring or allow to be brought before it. This will include discussion about development activities and analysis of programmes and policies of the Society.

**B. Special General Council Meeting**

Special General Council meetings may be summoned at any time by the President at his discretion and shall be convened by the Secretary General.

**C. Emergent Meeting**

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

**D. Executive Board Meeting**

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

**E. Notice and Quorum for Meetings**

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

<u>Meeting</u>	<u>Notice Period</u>	<u>Quorum</u>
i) Annual General Council Meeting	21 clear days	51% of the members entitled to vote
ii) Special General Council Meeting	15 clear days	One third of representatives
iii) Emergent General Council Meeting	10 clear days	One fourth of the members

iv) Executive Board Meeting	15 clear days	7 representatives
v) Special Executive Board	7 clear days	7 representatives
vi) Emergent Executive Board Meeting	7 clear days	7 representatives
vii) Committee Meetings	7 clear days	3 representatives

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

- b) On any issue of very urgent nature and under special circumstances when a meeting of the Executive Board cannot be convened, the Secretary General may obtain the approval of the members of the Executive Board/General Council (as the case may be) by circulation and act accordingly, provided that majority of members favor the proposal so circulated. But such cases must be placed at the next meeting of the Executive Board/General Council (as the case may be) for formal ratification and record.

#### **F. Voting :**

- I. The duly affiliated members as per clause 1 (1) a, shall have one vote in the General Council.
- II. Any affiliated unit of the society which fails to conduct its election will not be eligible to vote. Authorized members of that unit can attend the meeting but without a right to vote.
- III. Temporary members, Boards and Institutions admitted as members of the society shall not have voting rights.

#### **6. SOURCE OF INCOME**

The fund of the Society shall consist of:

- (i) Affiliation fee
- (ii) Donations
- (iii) Aid/grants from government, semi-government, national and international institutions and associations.
- (iv) Sponsorship fee

- (v) Prize Money
- (vi) Interest from Banks
- (vii) Any other that the Executive Council may so decide to add.

## **7. BANK ACCOUNT**

The bank account of the society shall be operated by the Treasurer with the President and Secretary General jointly or severally or as decided by the Executive Board.

## **8. AUDIT**

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

## **9. AMENDMENTS OF MEMORANDUM, RULES AND BYE LAWS**

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

## **10. FORCE OF THE BYE - LAWS**

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

## **11. RESIDUARY POWERS**

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

**12. LEGAL PROCEEDINGS UNDER SECTION 6 OF THE ACT**

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

**13. ANNUAL LIST OF THE GOVERNING BODY**

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

**14. DISSOLUTION**

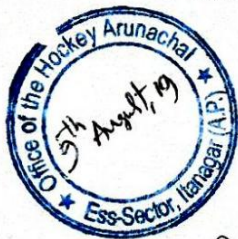
I) The Society may be dissolved at the general meeting specially called for the purpose either by the Council or upon requisition of two - third number of members, provided that majority of members present, vote for the same.

II) Upon the dissolution of the Society there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Society or any of them but shall be given to the society carrying on similar objects on such terms and conditions to be determined by votes or majority of members present personally.

III) Dissolution shall be as per provision laid down under the relevant Act.

**ESSENTIAL CERTIFICATE**

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



**PRESIDENT**

President  
Hockey Arunachal

Millang Nima  
Treasurer  
Hockey Arunachal (HA)

**SECRETARY GENERAL**

Secy. General  
Hockey Arunachal