*THE NAVY FOUNDATION*

*MUMBAI CHAPTER*

*WORKING RULES- 2017*

*ANCHOR HOLD, an association of Retired Naval Officers was formed in 1974.On establishment of the Navy Foundation in 1988, the Anchor hold merged with the Foundation as its Bombay chapter in 1989.*

*The MUMBAI CHAPTER shall be governed by the Memorandum of Association and the rules and regulations of the Navy Foundation as approved vide Item no=1 of the Minutes of 24th AGM of the Navy Foundation held at Kochi on 11 Oct 2015 and minutes forwarded vide IHQ(MOD) letter no- DX/900/AGM -2015 dated 24 Nov 2015.*

*The Navy Foundation shall be a secular and non-political body and shall not be affiliated to any political organization or institutions. The objectives of the Foundation are:-*

*(a) To provide facilities for those officers who have served in and retired from the Navy to maintain contact and fraternal relationship between themselves.*

*(b) To acquire , preserve and display articles of historical and educational value concerning the Navy.*

*(c) To carry out charitable, social ,philanthropic ,cultural ,educational and other activities for the benefit of the retired fraternity.*

*(d) To provide assistance to the beneficiaries in matters concerning pensions , grants , etc.*

*(e) To establish and manage alone or in cooperation with others, Hostels, guest houses or other establishments for the benefit of the members, Naval personnel and their dependents.*

*(f) To establish , promote and manage recreational, canteens, playgrounds, community centers, clubs , sanatorium’s or other facilities for the beneficiaries .*

*(g) To create amongst public, interest in the Navy and promote maritime activities.*

*(h) To create trusts and or other similar institutions to award scholarships, stipends, loans, financial assistance for promotion of studies and research.*

*(i) To create awareness amongst the public about the problems of Ex-Naval personnel and their families and to enlist co-operation from other Institutions, organizations, establishments for their resettlement or otherwise help them in solving their problems.*

*(j) To hold periodic conferences, meetings, seminars , lectures on matters of interest to the Navy or Veterans and their families.*

*(k) To hold all such other activities as are incidental or conducive to the attainment of the above objective.*

***MEMBERSHIP***

***Eligibility***

1. *Any person who has served in the Royal Indian Navy,the Indian Navy and the Naval Reserves as a commissioned officer, is solvent and of sound mind and has not been convicted by a court of law in a criminal case shall be eligible to become a member of the foundation*

***Categories of members***

*(a)* ***MEMBERs*** *- Any person who is eligible to become a member under the above quoted rule may become Life member on payment of one time subscription of Rs 3000/- ( Rupees Three Thousand only ) ( as already approved vide AGM dated 19 Jun 2011 ) or as specified in these rules and regulations from time to time.*

*(b)****Hon. MEMBERS*** *- The management committee may at its discretion invite eminent persons interested in maritime affairs to become Hon. Members of the Foundation. Veer Naari”s of Naval Officers may also be invited to become Hon. Members with voting rights. Honorary Membership ,unless specified, will be for life and no subscription will be payable for such membership.*

*(c)* ***Foreign Nationals*** *Indian Navy Veterans with foreign citizen ship can be made members of the Foundation, however if such members are attending events/ functions being held in defense environment ,clearance from the relevant authorities would have to be taken.*

***Subscription***

*Members shall at the time of admission, pay a fee of Rs 3000/. ( Rupees Three thousand only ) in the event of the member moving to another chapter or coming from another chapter, no financial transactions will take place .Similarly no fee will be charged for any member migrating from the other chapter.*

***Voting rights***

*Members and VEER NARIS shall have voting rights at the general body meeting of the chapter. Hon. Member’s and members with foreign citizenship may attend such meetings but shall have NO voting rights.*

***Cessation of membership***

*The membership of any person shall stand automatically terminated on his/ her death and can be passed on to the spouse without any charges.*

***Register of Members***

*A register of members of the Foundation, showing separately in respect of members and Hon. Members with their particulars shall be maintained by the Hon Secretery and be open to inspection by the members. All enrolment cessation and transferring of members shall be intimated to PDESA / NHQ.*

***MANAGING COMMITTEE***

*The Mumbai chapter shall be governed by the constitution and have an elected Core managing committee consisting of atleast the following members;--*

1. *President*
2. *Hon.Secretery*
3. *Hon Treasurer*
4. *Additional members can be co-opted for a period of three years as decided by the President / Hon. Secy for smooth functioning of the Foundation..*

***Term of Office***

 *The managing committee shall be elected for a term of three years. All elected members shall retire on expiry of their term of three years , but would be eligible for reelection as approved in the AGM.*

*The management committee shall be responsible for the administration of the chapter in accordance with the guidelines as laid out by the Memorandum of Aassociation and rules and regulations of the Navy Foundation promulgated by PDESA / NHQ vide their 24th AGM/GCM held in Kochi on 11 Oct 2015. . They shall;-*

1. *Make changes in the existing working rules and present the same for ratification at the AGM.*
2. *Appoint CA for carrying out the yearly audit of the Foundation accounts.*
3. *Arrange meetings, social get togethers and other functions periodically*
4. *Sanction expenses and grants in accordance with the regulations of the working rules.*
5. *The management committee shall meet atleast once every quarter ..*

***PRESIDENT***

*The president shall:--*

1. *Preside over all management committee meetings and the AGM . His ruling on points of procedure or as to the results of the voting in the meetings shall be final.*
2. *He is authorized to sign jointly with the Secretary or any one other member of the management committee all contracts, documents, deeds on behalf of the Chapter*

***HON.SECRETARY***

*The duties and responsibilities of the Hon. Secretary are :-*

*(a)He will be responsible for the administration of the office and staff.*

*(b)He will maintain all books and records and conduct correspondence , send email ,Whatsapp on behalf of the President.*

*(c)he will maintain an upto date register of the Members*

*(d)He will be incharge of all the moveable/immoveable assets of the chapter*

*(e)He will advice the president on all matters of administration and policy of the Foundation*

*(f)He will call the Management committee meetings, the AGM and other meeting as ordered by the President and maintain a record of the proceedings.*

*(g)He will be responsible for organizing all functions /events of the Foundation.*

***TREASURER***

*He shall be the custodian of all the funds of the chapter .He shall be responsible for*

 *the safe custody of the cash, cheque books, seals and all financial documents of the chapter. And maintainance of accounts in accordance with the regulations.*

***RAISING OF FUNDS***

 *The chapter may raise funds to achieve its aims and objectives as laid out by the Foundation in accordance with the Memorandum of Aassociation including :--*

1. *By appeals to the union and state governments*
2. *By appeals to the general public and institutions for contributions, gifts, donations*
3. *By organizing sports competitions, other entertainment programmes as permitted by law.*
4. *By publication and sale of books, magazines, journal’s*
5. *By any other legitimate manner*

*The corpus funds given to the chapter shall be invested only in nationalized banks and public sector undertakings .*

***FINANCIAL YEAR***

*The financial year for accounting purposes shall be from 01 apr to 31 mar:---*

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***FINANCIAL POWERS***

*The financial powers of the management committee for the functioning of the charter are:-*

1. *Hon treasurer not exceeding Rs 2000/ for every transaction*
2. *Hon Secretary Not exceeding Rs 5000/ for every transaction*
3. *President Not exceeding Rs 10000/ for every transaction*
4. *By resolution of The general body -- Full powers*

***AUDIT***

*A duly qualified Chartered Accountant shall be appointed as an auditor.The auditor shall have the right to access to all books of accounts, vouchers and other financial documents of the chapter.He shall be afforded any other assistance in the form of information or explanations to enable him to perform his duties properly. A copy of the audited accounts should be forwarded to PDESA l by 31 July every year.*

***INCOME TAX***

 *The chapter shall have a PAN card and file income tax returns every year .*

***ACCOUNTS***

*The Management Committee shall cause true accounts to be kept of all financial transactions and shall lay before the general body the audited balance sheet once a year.All funds of the foundation shall be deposited in a nationalized bank as decided by the MC.The bank accounts shall be operated under joint signatures of any two members of the MC.*

***ANNUAL GENERAL BODY MEETING***

*The annual general body meting shall be held every year , not exceeding six months after the close of the accounts.*

*The agenda should include the reading and passing of the Minutes of the last annual general body meeting followed by the presentation and adoption of the report of the management committee and the audited accounts*

*The election of the management committee shall be conducted every three years.Members can be reelected on completion of their tenure.*

*All matters of Reports, accounts, Motions/resolutions shall be adopted if passed by a simple majority of members present. The quorum for the general body meeting shall be 1/5th of the active members on the register attending the AGM or 20 members, whichever is lower.*

*In the event of absence of quorum at the time of commencement of AGM,the meeting shall stand adjourned , at place, for 30 mts and on expiry of the time ,the President shall again call the meeting to order,and transact business on Agenda , with any number of members present ,which shall constitute the valid quoram for holding the AGM.In case of unfinished business , the General Body meeting may be adjourned.*

***SPECIAL GENERAL BODY MEETING***

*If it becomes necessary to call more than one General Body Meeting , the subsequent meetings will be called Special meetings by notice as decided in AGM / Managing Committee for transaction extra ordinary / special business.*

***Election of Core Members of the Managing Committee***

*SINCE ALL Committee and Co-opted Members retire triennially at the AGM ,Elections shall be held once in three years as per the procedure given below :---*

1. *Alongwith the notice for the AGM at which elections are to be held , nominations shall be invited for the post of the President, Hon. Secy and Hon.Treasurer and the Co-opted Members of the Managing Committee ,duly proposed and seconded and signifying the willingness of the proposed candidate.Nomination forms should reach Hon.Secy as promulgated to all the members.Votes at the AGM will be taken by show of hands .In case the number of candidates is more than the number to be elected , the candidates securing higher votes shall stand elected .In case of a tie,the candidate will be declared elected by a casting vote of the President unless there is a voluntary withdrawal by a candidate.The co-opted Committee members may, at the discretion of the President / Hon. Secy , may be retired before becoming due for reelection.*
2. *In the event of receipt of inadequate valid nominations ,the General Body shall fill in the vacancy by proposal and election in the meeting.*
3. *The President , Hon. Secy and Hon. Treasurer shall be elected by the AGM from the nominations received. . In the absence of the President ,Hon. Secy may officiate as President for all other meetings of NHQ / HQWNC .However for the AGM,any senior member of the Foundation , preferable Ex-President , may preside over the AGM only.*

***ALTERATION OF RULES AND REGULATIONS***

*These rules and regulations may be altered by the vote of a majority of members present and voting at any general body meeting provided that notice of such alteration is given to all members of the foundation at least 14 days before the date of the meeting.No rules of “ Mumbai Chapter “ may be repeated or altered and no new rules adopted unless passed by a majority of 2/3 rd members present and voting at the AGM.*

***These NFMC Working rules have been passed by 2/3rd majority during the AGM conducted in IMSC at 1100 hrs. on 28 May 2017 .***

 ***LCdr F Tarapore ,VSM(Retd) Cdr. Vijay Vadhera ,N.M(Retd.) RAdm.R M Bhatia(Retd)***

***Hon. Treasurer Hon. Secy President***

*28 May 2017 28 May 2017 28 May 2017*