

# **GULF MALAYALI FEDERATION (GPMF)**

## **MEMORANDUM OF ASSOCIATION**

- 1) Name of the Society : **Gulf Malayalee Federation**  
(herein after referred to as the "SOCIETY")
- 2) Registered Office of the Society : **Pangodu, Thiruvananthapuram**
- 3) Postal Address: Gulf Malayali Federation Cultural Centre, Sarangi Building, Pangodu P.O, Kallara (Via), Thiruvananthapuram-695609
- 4) Area of Operation: Whole of the State of Kerala excluding the Malabar District.
- 5) **Aims and Objectives**
  1. To promote unity and togetherness among the members of the society
  2. To develop and promote the Socio cultural and economic development of the Pravasi Malayalees who are returning from the Gulf Countries due to various reasons
  3. To develop strategies and find out job opportunities for the rehabilitation of the Malayalees returning from the Gulf Countries
  4. To extent material help for the returned Pravasi Malayalees and relatives who are in distress.
  5. To extend legal awareness for the relatives of the Pravasi Malayalees who are languishing in jails and detention centers in the Gulf Countries and facilitate their early release
  6. To educate Pravasi Malayalees for subscribing to Medical, Accident and Life Insurance Schemes.
  7. To undertake construction of Pravasi Homes as part of the rehabilitation of the Pravasi Malayalees
  8. To undertake various electrical, plumbing, tiling, interior decoration etc. in existing as well as new buildings
  9. To undertake construction and repair works including Buildings , roads, lanes and Parks
  10. To construct and operate diary, fish and agricultural farm for the benefit of the Pravasis and their families
  11. To undertake rehabilitation programmes for socio economically weaker section and Physically challenged persons
  12. To establish mini and super markets in various parts of

## Kerala

13. To establish cost effective building material production units.
14. To conduct Seminars and workshops for the Skill upgradation of members
15. To establish and operate garments and uniform stitching centers
16. To establish units for the production and distribution of building materials
17. To establish supply centres for Security personnel for home and and other commercial/industrial establishments
18. To establish Home nursing and Home Health Care Centres for providing health care for non-ambulant patients and elderly
19. To set up restaurants and catering centres specializing Arabic and Continental cuisine
20. To promote Kerala tourism by establishing facilitation centres for Arab Tourists, Amusement parks etc.
21. To establish Mobile coffee shops, juice centres etc.
22. To install and operate Ayurvedic treatment centres in various parts of Kerala
23. To open Motor Workshops for 2/4 wheelers
24. To promote and establish Cottage and Small Scale industries such as Lead bulbs, umbrella, solar lamps etc.
25. To conduct Seminars and workshops for the Skill upgradation of members
26. To undertake any work for which the members of the society are capable of accomplishment
27. To take over, absorb or amalgamate with any other society or association or institution whose objects are similar to the objects of the society.
28. Without prejudice to the generality of the above objects and for effectively carrying out the same, the Society shall have power to receive, hold and possess any property including securities of any kind and to construct and maintain any building, to manage, transfer or otherwise dispose of or deal in any property of security and to enter into any contract for or in connection with the purposes of the society to raise moneys and funds and to accep[t the management of any trust or endowment in which the society may be interested. The society shall have also the power to frame rules and byelaws under its constitution.
29. The management and control of the Gulf Pravasi Malayali Federation shall be in the hands of a Executive Committee of the society to be elected annually by the

General Body of the Gulf Pravasi Malayali Federation and shall be carried on in accordance with the rules as may be framed or modified from time to time by the Executive Committee whose names, addresses and descriptions are subscribed hereunder:

**DECLARATION**

We, the members of the Governing Board, signed hereunder, whose names and addresses are given below are desirous of being formed in to a society in pursuance of this Memorandum under the Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act under the name of Gulf Malayali Federation Dated 05/06/2019

Sl. No	Name	Address	Post office	Signature
1	Saleem Rafi	Rafi Mansil Veliyankodu, Pangodu P.O, Thiruvananthapuram- 695609	Pangodu	
2	Venu Parameswar	Thejomayi, Mathira P.O, Kadakkal Thiruvananthapuram- 691536	Mathira	
3	Shereef	Mankodu Palace, Pangodu P.O Thiruvananthapuram	Pangodu	
4	Shemim Pangodu	M.P.House, Pangodu P.O Thiruvananthapuram- 695609	Pangodu	
5	A Hakkeem	Hisana Manzil, Mankodu P.O, Chithara, Thiruvananthapuram- 691559	Mankodu	
6	Abhilash B	Pattathil Veedu, Pangodu P.O, Thiruvananthapuram- 695609	Pangodu	
7	Anil Venjaramoodu	Anamika, Bharathannoor P.O, Thiruvananthapuram	Bharathannoor	

## **RULES AND REGULATIONS OF THE SOCIETY**

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27. To take over, absorb or amalgamate with any other society or association or institution whose objects are similar to the objects of the society
28. Without prejudice to the generality of the above objects and for effectively carrying out the same, the Society shall have power to receive, hold and possess any property including securities of any kind and to construct and maintain any building, to manage, transfer or otherwise dispose of or deal in any property of security and to enter into any contract for or in connection with the purposes of the society to raise moneys and funds and to accept the management of any trust or endowment in which the society may be interested. The society shall have also the power to frame rules and byelaws under its constitution.

## 6) DEFINITION

In these Rules and Regulations unless there be anything repugnant to or inconsistent with the subject or context:

- a. Society means "GULF MALAYALI FEDERATION" alias "Federation, the acronym is "GPMF"
- b. "Executive Committee" means the Executive Committee of the GPMF duly appointed annually by the General body of the Federation to look after the day to day activities of the Federation
- c. Member means any of the members forming the Committee of Management
- d. General Body means the assemblage of the whole membership of the Gulf Malayali Federation
- e. "Financial Year" means the year commencing from 1<sup>st</sup> of April to 31<sup>st</sup> of March in one year
- f. "President" means the President of the Gulf Malayali Federation, elected annually at the Annual General Body meeting of the GPMF
- g. "General Secretary" means the General Secretary of the GPMF elected annually at its Annual General Body Meeting.
- h. "Treasurer" means the Treasurer of the GPMF, elected annually at its Annual General Body Meeting.

7) **MEMBERSHIP:** Any person above the age of 18, returned to Kerala after serving minimum one year in any of the Countries in the middle east, or his/her relative is eligible for membership, with the approval of the Executive Committee

**8) ADMISSION:**

1. Eligible persons as described in item No. 7 above, who wish to get membership of the GPMF shall apply in the prescribed format along with the Admission fee of Rs. 100. The monthly Subscription of Rs. 50 shall be paid before the 10<sup>th</sup> of each month.
2. Continuous defaulters of the monthly subscription for 3 months shall be automatically removed from the membership of the GPMF. Readmission is possible after payment of all the existing dues, subject to the decision of the Executive Committee

**9) Rights, Privileges and Duties of Members**

The rights, privileges and duties of Members shall be as under:

**(i) A member has the right:**

- a. To vote in an election
- b. To hold and stand for office.
- c. To inspect the books of the GPMF.

**(ii) A member has the duty:**

- a. A member has the duty to uphold the objectives of the GPMF for the good of the members at large.
- b. A member is liable to pay Rs. 50 towards Monthly Fees, as fixed by the Annual General Meeting for the succeeding year, towards the regular day-to-day activities of the GPMF.

**(iii) Cessation of membership**

- A. A member may be removed from Membership at any time for activities prejudicial to the objectives and good name of the GPMF, as per provisions of the Disciplinary Code
- B. Any Member may voluntarily resign from the membership in GPMF by submitting its resignation in writing to the General Secretary of the GPMF.
- C. An person shall cease to be a member if it does not meet the qualifications set forth in Section 7

**(iv) Suspension of Membership**

Any Member whose dues are 90 days past due shall be suspended from the primary membership of the GPMF. Members suspended for non-payment of dues may be reinstated by the Executive Committee of the GPMF at any time upon payment of the current year's dues.

**10) FINANCES**

**(i) Subscription:**

- a. Each member association shall pay an a monthly subscription of Rs. 50 or any other amount as prescribed by the General Body from time to time to the treasurer of the GPMF.

**(ii) Fund**

- a. The annual dues payable by each Member for the first fiscal year of operation of the GPMF and for each succeeding year thereafter, unless changed by a majority of the Members present at a General Body Meeting, plus the contributions, donations etc. from various sources shall be termed as the 'GPMF Fund'.
- b. The GPMF may, from time to time change the Annual Dues of Members by majority votes, at any General Body session, without the necessity of amending this Constitution.

**(iii) Management of the GPMF Fund**

The GPMF Fund shall be managed in accordance with the guidelines of the General Body and the decisions of the Executive Committee Meetings accordingly.

**(iv) Cash in Hand**



The amount that can be kept by the Treasurer in his custody shall not exceed Rupees 5000 at a time. If the amount exceeds the permitted limit, the Treasurer shall deposit the excess amount at the Bank account of the GPMF.

#### **(v) Budget**

The GPMF funds will ordinarily be disbursed in accordance with an annual budget, based upon appropriation requests received from the committees and the officers, no less than 60 days prior to the end of the fiscal year, and duly approved by a majority of all qualifying votes.

#### **(vi) Fiscal Year**

The fiscal year of the Federation shall begin on April 1<sup>st</sup> and end on March 31<sup>st</sup> of each year.

#### **(vii) Financial Statements**

The GPMF shall prepare monthly financial statements (including income and expenditure) and a quarterly balance sheet for the Executive Committee.

Annual balance sheet and statements of Income and Expenses, duly audited and approved by a statutory Auditor, appointed annually by General Body. Copies of such audited financial statements shall be provided to each member along with notice of the AGM.

#### **(viii) Assets**

a. All assets of the GPMF shall be used only for its normal operating costs and to further the purposes of the Federation as set forth in this Constitution and for no other purposes. Assets not immediately required for the aforesaid purposes may be handled as per the decision of the Executive Committee from time to time and ratified by the General Body.

b. All assets of the GPMF shall be held in the name of the Federation only, and in such banks or other depositories as the Executive Committee may select.

c. The GPMF may accept gifts, grants, donations, devises, legacies, and trusts, whose proposes are consistent with those of the Federation. All such gifts, grants, legacies, devises and trusts, if accepted by the Federation shall be deemed accepted subject to the terms and conditions imposed by the donor and settler, so long as the same are consistent with the purposes of the Federation as set forth in this constitution.

**(ix) Salaries and Expenses**

- a. No Member shall be entitled to any salary or compensation for services rendered to the Federation in the foregoing capacities, nor shall they be reimbursed for the expenses of attending any meetings.
- b. Expenses borne by the members for and on behalf of the GPMF shall be reimbursed after submitting necessary documents.

**(11) GOVERNANCE OF THE GPMF**

The GPMF shall be administered by a General Body and an Executive Committee.

**(i) The General Body**

- a. The General Body is Supreme Consultative body and shall consist of all members of the GPMF.
- b. The General Body may discuss any questions or any matters within the scope of this byelaw; may make recommendations to the Executive Committee on any such questions or matters.
- c. The General Secretary, with the consent of the Executive Committee, shall notify the General Body at each session on any matters which are being dealt with by the Executive Committee, at the next session of the General Body.
- d. The General Body shall discuss and approve the annual budget of the Federation.
- e. On the proposal of the Executive Committee, the General Body shall decide, the annual dues to be paid by Members of the Federation.
- f. On the proposal of the Executive Committee, the General Body shall examine and ratify or reject each application for membership of the Federation.
- g. The General Body shall meet at least once in every 12 months. The Executive Committee shall give 15 days notice to hold the regular General

Body meeting. But 3 day's notice is sufficient to hold an emergency/extraordinary General Meeting.

- h. There shall be an Annual General Body Meeting of the General Body. The last quarter of the General Body Meeting shall be considered as the Annual General Body Meeting. The Executive Committee shall give 30 days notice to hold the Annual General Body Meeting.
- i. The quorum of an extraordinary/emergency General Body Meeting shall be 33% of the total Membership; whereas the quorum of an Annual General Body Meeting shall be 50% of the total Membership
- j. The President or in the absence of the President, the Vice-President, or in the absence of both President and Vice-President, any member elected from amongst the members present shall preside over the General Body Meeting.
- k. In the event of difference of opinion among members, the decision of the majority, ascertained by ballot shall prevail. If votes are equally recorded the President shall have a casting vote and the matter shall be decided.
- l. If 33% of the total members demand in writing that a General Body Meeting be called for any special purpose, the General Secretary shall make necessary arrangements to hold it within 30 days of the receipt of such request, failing which the meeting may be convened by the Members who demanded it.
- m. A member who absents from attending three consecutive General Body Meetings without giving proper reason to the satisfaction of the Executive Committee, may be removed from the primary membership of the Federation..
- n. The General Body shall elect the Members of the Executive Committee and Internal Auditor for the new fiscal year at the Annual General Meeting of the General Body, as per the rules framed by the Executive Committee for each year.

**(ii): Executive Committee**

The Executive Committee, which is responsible for the day-to-day administration of the Federation, shall consist of :

- ◆ One President
- ◆ One Vice President
- ◆ One General Secretary
- ◆ One Joint Secretary
- ◆ One Treasurer
- ◆ Six Committee members.
- ◆ 3 Patrons

- a. The Executive Committee shall be elected at the Annual Meeting of the General Body.
- b. The Patrons are nominated by the Executive Committee from amongst respectable members of the Federation Membership. They can participate in all activities of the Executive Committee, but without the right to vote
- b. The term of office of the Executive Committee shall be for a period of one year from the date of election; but can remain in office till the next Executive Committee takes office.
- c. All the properties of the Federation, the Federation Funds, records etc. shall be kept under the care and custody of the Executive Committee.
- d. The Executive Committee shall hold regular meetings at least once in every **4 weeks**, but can hold emergency meetings any day as and when required.
- e. Three days notice shall be given to members to convene an Executive Committee Meeting; but in an emergency one day's notice shall be sufficient.
- f. The Executive Committee shall examine accounts, pass receipts, vouchers and expenditure for the previous quarter of the month.
- g. The President, or in the absence of the President, the Vice-President or in the absence of both President or Vice-President, a member elected from amongst the committee members present, shall preside over the Executive Committee Meetings.
- h. A member who absents from attending three consecutive Executive Committee Meetings without giving proper reason to the satisfaction of the Executive Committee may be removed from the Executive Committee.
- i. If there is a difference of opinion among the Executive Committee Members on any matter, the decision of the majority shall prevail and for such majority at least two Committee members other than office bearers should be there.
- j. Each member of the Executive Committee shall have one vote.

- k. Patrons are observers only; they have no voting rights
- l. In order to ensure prompt and effective action of the Federation, its members confer on the Executive Committee primary responsibility for initiating and solving a particular issue, and agree that in carrying out its duties under this responsibility the Executive Committee acts on their behalf.
- m. Any Member of the Federation may bring any issue to the attention of the Executive Committee or of the General Body.
- n. The Executive Committee shall chalk out programs in accordance with the aims and objectives of the Federation.
- o. The Executive Committee shall submit annual and, when necessary, special reports to the General Body for its consideration.
- p. An Executive Committee Member shall be removed from office if a written demand is made to that effect by at least 2/3 of the total members of the Federation.
- q. Vacancies arising in the Executive Committee as a result of resignation, removal from office, or death of any member shall be filled up by means of bye-elections.
- r. The Executive Committee shall keep the following records:
  1. Registration Certificate
  2. Byelaws of the Federation
  3. Ledger of Members
  4. Minutes of General Body and Executive Committee Meetings
  5. Receipts and Vouchers
  6. Outward and Inward register
  7. Income and Expenditure book etc.....

**(iii) Duties and Responsibilities of the office-bearers of the GPMF**

- a. **The President:** shall be the Chief Executive Officer of the GPMF
  1. He shall exercise general supervision over the interests, welfare and business of the Federation.
  2. He shall oversee the activities of all subordinate officers.
  3. He shall preside at meetings of the Federation.
  4. He shall be an ex-officio member of all standing committees and Sub-committees of the Federation.

5. He shall perform such other functions as the Membership may designate from time to time.
- b. **The Vice-President** shall assist the Chairman and perform all other functions designated to him by the Federation and the Membership, and in the absence of the President, will act as the President.
  - c. **The General Secretary** is the Chief Administrative Officer of the Federation
    1. He shall hold and maintain all books and records of the other than financial records.
    2. He shall keep a permanent record of all correspondence, all General Body and Executive Committee minutes, policy statements, reports and other pertinent data.
    3. He shall be the ex-officio member as well as the General Supervisor of all sub-committees and standing committees of the Federation.
    4. He is responsible for issuing press and media conferences, briefings, statements, reports etc.
    5. He shall be responsible for producing and publishing reports as required in this Constitution and for preparing and circulating the agenda and minutes of all Federation meetings.
    6. He shall circulate the minutes of the Executive Committee Meeting to all members by email and/or an internet group..
    7. He shall perform such other functions as the Executive Committee may designate from time to time.
  - d. **The Joint Secretary** shall assist the General Secretary and perform all other functions designated to him by the General Secretary and the membership, and in the absence of the General Secretary, will act as the Secretary.
  - e. **The Treasurer** shall be the Chief Financial Officer of the Federation
    1. He shall be an ex-officio member of the Funds and Finance Committee together with the General Secretary.
    2. He shall have custody of all funds and shall hold and maintain all financial records of the Federation.
    3. He shall prepare and submit financial reports as required by the bye-law, and such other financial reports as requested by the General Secretary or the Executive Committee.
    4. He shall have all accounts available for inspection by any Member upon reasonable request.

**(f) Term of office of the office bearers**

The term of office of the Executive Committee shall be for a period of One year from the date of assuming office.

**(g) Cessation of Officer's Term of Office**

1. An Officer may be removed from office if his removal is approved by more than 2/3 of the qualifying votes.
2. An Officer may resign from his office at any time upon voluntary submission of his resignation in writing to the President or General Secretary.
3. The resigning Officer shall hand over all the Federation records, funds and assets held by him to the General Secretary within one week of the effective date of cessation of his office.
4. A vacancy in the office of the President, shall be held temporarily by the Vice-President, respectively in addition to his own office, until such time as the Membership elects an Officer to fill the vacancy at a regular meeting. Similarly a vacancy in the office of the Vice-President, General Secretary and Treasurer shall be held temporarily by the General Secretary and Treasurer respectively. A vacancy in the office of the Treasurer shall be held temporarily by the General Secretary. Any vacancy in an office the filling of which has not been provided for shall be filled by the Membership at a regular meeting. An Officer elected by the Membership to fill a vacancy will serve for the balance of the original term.

**(h) Number of terms an Office Bearer can serve**

1. Generally term of an Office Bearer is one year.
2. The member can be elected for a maximum of two terms.
3. After two terms, there should be "a cooling period" of minimum of one year before standing for the same position for a third term.
4. However, member can stand for election to higher positions than whatever he was holding without any cooling period restriction.
5. Gradations of positions in the descending order shall be President, General Secretary, and Treasurer.

**(i) Liability**

The Federation shall not be liable for any unauthorized act of a Member or any other person. No single Member or Officer shall be individually liable from his own funds for authorized obligations of the Federation, except to the extent that the Member or Officer is indebted to the Federation

**12. SUB-COMMITTEES****(i) Role of Committees**

Sub-Committees shall be established to expedite the business of the Federation, to fulfill the purposes and to transact specific activities for the Federation. The Sub-Committees will be working bodies and their role will be to execute and implement the Objectives of the Federation. The area of responsibilities shall be as defined by the General Council.

**(ii) Standing Committees**

1. Planning Committee
2. Welfare Committee
3. Business Implementation
4. Public Relations Committee (Information receiving and disseminating)
5. Funds and Finance Committee
6. Auditing committee

**(iii) Ad-hoc Committees**

The Executive Committee shall have the power to appoint ad-hoc committees when situations demand, to address specific issues, as and when they arise.

**(iv) Appointment of Sub-committees**

Prior to the expiration of the term of the appointees to committees, the General Convener shall call for members interested in chairing or serving on committees. The Executive Committee of the Federation shall thereupon make appointments to the Committees, subject to approval by the General Body

The term of office for each appointee to the committee shall be for one year, unless otherwise specified by the General Body. Appointees may be reappointed by the Executive Committee, with the approval of the General Body. The Executive Committee may fill vacancies and/or reassign appointments to the standing committees at any time, with the approval of the General Body.



### **(v) Committee Budgets and Reports**

- a. Each committee shall prepare a budget and present it to the Treasurer 90 days prior to the end of the fiscal year, for consideration in the annual budget. The budget so prepared by the Treasurer shall be effective upon approval by the General Body. Additional funds may be raised by the Committees for their specific purposes.
- b. Each committee shall submit a status report to the General Convener once in each year. The General Secretary shall distribute all committee status reports to all Members within 15 days of their receipt.

### **(13) MEETINGS**

#### **(i) Annual General Body Meeting**

- a. There shall be a minimum of one General Body Meeting for the Federation of which the last General Body Meeting shall be termed as Annual General Meeting.
- b. The Annual General Body Meeting (AGM) of the Federation shall be held within 1 month of the end of the term of the previous committee
- c. The quorum for the AGM shall be 50 percent of the total membership.
- d. The members attending the previous meeting shall agree upon the venue of the meeting.
- e. A 15 day notice shall be provided by the General Secretary which shall indicate the venue, date and time of the proposed meeting, with a request to submit items to be included on the agenda no later than 15 days prior to the meeting.
- f. The Agenda shall include, but not limited to, the following:
  - i. Review and approval of the Working Report and Financial Statements of the preceding year and adoption of a budget for the next year.
  - ii. Review and take appropriate action on all committee reports and other operational reports.

- iii. Election of the offices of the Federation.

**(ii) Extraordinary/Emergency General Body Meetings**

- a. Extraordinary / Emergency General Meetings may be held for a specific and / or emergency purpose, upon compliance with the same notice requirements as for the Annual General Meeting, with the proviso that the notice period can be waived or reduced if more than 33 percent of the members consent in writing.
- b. The quorum of an Extraordinary / Emergency General Meeting shall be 33 percent of the total membership.

**(iii) Executive Committee Meetings**

- a. The Executive Committee shall hold meetings at least once in a month, examine accounts, pass receipts, vouchers and expenditure for the previous month, review the activities of all subordinate committees, etc.
- b. 7 members shall constitute quorum.
- c. 7 days notice shall be given to members to hold an Executive Committee Meeting, but in an emergency one day notice shall be sufficient.
- d. Members shall submit the items to be included in the agenda no later than 3 days prior to the meeting.
- e. The venue, date and time of the next Executive Committee Meeting shall be agreed upon by the members attending previous meeting.

**(iv) Sub-Committee / Standing Committee / Other Special Meetings**

Regular Sub-Committee / Standing Committee and other Special meetings other than the AGM and Executive Committee Meetings may be held, upon compliance with the same notice and attendance requirements as for AGM and EC, with a proviso that the notice period for regular meetings can be waived or reduced by the discretionary authority of the General Secretary

**(14) AMENDMENTS TO THE CONSTITUTION**

- a. The existing constitution or any part thereof may only be amended, rescinded or altered by resolution at the Annual General Meeting of the

General Body. Notice of resolutions embodying any such proposals must be sent in writing to the General Secretary of the Federation at the office of the Federation not later than 3 weeks prior to the AGM

- b. All proposed amendments to the Constitution and By- Laws shall clearly state the section and paragraph to which the amendment applies. New sections shall be so stated. Each clause to be amended shall be on a separate sheet.
- c. All the amendments to the constitution shall be approved by the Executive Committee before submitting the AGM.
- d. Any alterations, additions or deletions to this Constitution and Byelaws shall be passed only if Three-Forth of the total membership of the Federation votes in favor of it.
- e. Decisions on proposals to amend the constitution shall require a two thirds majority of votes cast.

#### **(15) DISCIPLINARY CODE**

- i. The GPMF members shall accept and be subject to the disciplinary code
- ii. The complaint must clearly state which member the complaint is directed against, the specific conduct that is the source of the complaint and precisely which part of the constitution the conduct contravenes. The complaint will further describe as fully as possible any evidence that can be presented.
- iii. Upon receipt of a complaint, the General Secretary or President shall immediately forward a copy to the accused member, requesting a written response within four weeks from the date of the General Secretary's letter.
- iv. The complaint shall then be subject to a preliminary examination by the General

Secretary to determine whether or not a prima facie cause for complaint exists. If it is the opinion of the General Secretary that the complaint has no merit at all, the complaint shall be returned to the complaining organization with a written and dated statement to that effect.

- v. If the General Convener or Chairman feels that there is some merit in the complaint he shall appoint an inquiry committee and shall direct the committee to submit a report after a reasonable period of time. The committee shall prepare a report after inquiring the causes that lead to the incident and shall suggest the possible solutions. Based on the report the Convener or Chairman shall take appropriate action, and if it is necessary shall refer the matter to the Executive Committee of the General Council.

## **(16) ELECTIONS**

### **(i) Election To The Executive Committee And Internal Auditor**

Election to the Executive Committee and Internal Auditor shall be conducted in the most democratic way possible:

**(ii) Appointment of Election Commissioner:** Preparations for the election to the Executive Committee and Auditor shall begin at least 2 months prior to the Annual General Body Meeting. Soon after the declaration of the Annual General Body Meeting the present/existing Executive Committee shall appoint an Election Commissioner to conduct elections freely and fairly.

### **(iii) Issue of notification:**

- (a) The Election Commissioner shall issue notification for the election and specify the methodology, as per the election rules of the Federation, at least 45 days prior to the AGM.

(b) The present/existing Executive Committee shall frame the Election Rules for each year subject to the approval of the General Body Meeting.

© The Executive Committee holding the office shall decide the methodology for the election to the Executive Committee for the next / coming years, based on democratic principles and shall prepare the rules for conducting such elections.

(d) Executive Committee's decision shall be presented to the 3<sup>rd</sup> quarterly meeting of the General Council for approval.

(e) The General Council approved procedures shall be communicated to each member associations within one month of the approval.

#### **(17) LOGO OF GPMF**

(l) There shall be a LOGO for the Federation. The design and color shall be decided by the General Body upon recommendation from the Executive Committee.

#### **(18) DELEGATION OF POWERS**

(1) In the absence of the President, her/his functions shall be performed temporarily by the Vice-President. The same applies to the Vice-President, who shall be represented by the General Secretary. The same applies to the General Secretary who shall be replaced by Joint Secretary.

(2) In case of the resignation or incapacitation of the President, her/his function will be taken over by the Vice-President. In case of the resignation or incapacitation of the Vice-President, her/his function will be taken over by the General Secretary. In case of the resignation or incapacitation of the General Secretary or the Treasurer, their functions shall be performed respectively by the Treasurer and the General Secretary, until the end of the present term of the committee.

#### **(19) External Audit**

A qualified accountant shall be appointed by the General Body at the Annual General Meeting as External Auditor for the coming year. The External Auditor shall not be a member of any Federation. The books of accounts, vouchers and accounts shall be examined by the auditor and he shall report thereon to the Executive Committee. The Executive Committee shall present the Accounts at the AGM together with the auditor's report.

### **(20) UNFORESEEN CASES**

Cases not considered by this Constitution shall be decided by the Executive Committee and, when necessary, referred to the General Body

### **(21) QUORUM AND MAJORITY REQUESTED**

- a. Quorum - Two-thirds General Body and Simple Majority for the Executive Committee
- b. Changes of statutes and/or by laws:- two thirds majority
- c. Admission of new member(s) and cessation of membership- two thirds majority
- d. Dissolution of the Federation – Three fourths majority
- e. A simple majority vote is required for admission of news members, and in all other decisions of the General Body or Executive Committee.

### **(22) DISSOLUTION**

#### **(i) Dissolution**

The GPMF shall be dissolved upon a resolution being passed by more than  $\frac{3}{4}$  of the members present at an extraordinary General Body Meeting session specially convened for the purpose.

#### **(ii) Disposal of Assets**

Upon the Members' resolve to dissolve the GPMF, the Membership shall, after paying or making provisions for the payment of all liabilities of the Federation, dispose of all assets of the Federation in the manner decided upon at the meeting. But the assets shall not be paid to or distributed among the members.

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