

**(According to the Model Bye law - Approved in the 144<sup>th</sup> Board Meeting held on  
15<sup>th</sup> April, 2010 in Mumbai)**



**MEMORANDUM OF ASSOCIATION  
AND  
BYE-LAWS  
  
OF  
  
NATIONAL SAFETY COUNCIL-KERALA CHAPTER**



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**MEMORANDUM OF ASSOCIATION  
OF  
NATIONAL SAFETY COUNCIL-KERALA CHAPTER**

- 1. Name of the Chapter :** The name of the Chapter shall be National Safety Council-Kerala Chapter (hereinafter called as the Chapter)
- 2. Registered Office :** The registered office of the Chapter shall be situated in the State of Kerala at such place to be determined by the Executive Committee of the Chapter from time to time. Presently the Office of the Chapter is located at Seaport-Airport Road, Irumpnam-682 309.
- 3. Objects :** The following objects of the Council shall be the objects of the Chapter within Chapter's jurisdiction :

P Pramod  
Chairman

Dr Ramesh V M  
Honorary Secretary

Lijo George  
Honorary Treasurer

No. 14308 Date 23.07.2022

Value of Rs. 500 Sold to

National safety council  
Kerala chapter  
Irumpnam

K.A. KRISHNAKUMAR  
STAMP VENDOR, TRIPUNITHURA




- (i) to devise, advocate, encourage and promote methods, procedures, research and public support within its jurisdiction leading to increased safety and health among industrial workers by adoption of precautionary measures of all kinds to prevent accidents, minimize danger and mitigate the consequences thereof;
- (ii) to organize and conduct programmes, lectures, conferences and other activities for promoting free discussion on all matters and questions relating to safety measures, procedures and research;
- (iii) to conduct educational campaigns with a view to arousing and maintaining public opinion and interest of the employers and workers and their support to safety and accident prevention and to encourage all persons and other associations to adopt, institute and support safety measures and accident prevention programmes;
- (iv) to collect, correlate, publish, distribute and disseminate educational and information data, reports and all other material relating to methods and procedures on safety and to serve as a forum for the voluntary exchange of such information, experience and ideas on safety and accident prevention;
- (v) to co-operate, enlist and develop co-operation among all persons and other public and private organizations and agencies in the promotion of safety;
- (vi) to organize contests and to establish fellowships and scholarships for educational purpose and to award prizes for suggestions and essays tending to further the interest in safety;
- (vii) to establish a library and to print and publish any newsletters, periodicals, books, leaflets or films that the Chapter may think desirable for the promotion of the aims and objects of the Chapter;
- (viii) to secure from the State Government recognition and financial support for carrying out the objects and aims of the Chapter;
- (ix) to undertake advertising in the press or adopt such other audio – visual means for making known the aims and objects of the Chapter;
- (x) to make appeals for procuring contributions to the funds of the Chapter in the shape of donations or special contributions;
- (xi) to provide suitable premises for meetings and carrying on the work of the Chapter for the purpose of carrying into effect its objects;
- (xii) to purchase, take on hire or otherwise, acquire land, building or other property, movable or immovable, wherever situated within its jurisdiction and to erect on any such land any building and to alter or add to and maintain any building erected upon such land for purpose of carrying out the aims and objects of the Chapter;
- (xiii) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Chapter, movable or immovable, on such terms as it may think fit and proper without prejudice to the interests and activities of the Chapter;



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

- (xiv) to raise and borrow money on bonds, mortgages, promissory notes or other obligations on securities founded or based upon all or any of the properties and assets of the Chapter or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Chapter, all expenses of and incidental to the raising of money, and to repay and redeem any money borrowed;
- (xv) to draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments for carrying out the objects of the Chapter;
- (xvi) to invest funds or money of the Chapter in such manner as may from time to time, be determined by it;
- (xvii) to take any gift or property whether subject to any trust or not, for any one or more of the objects of the Chapter;
- (xviii) to undertake and execute any trust, the undertaking whereof may seem desirable or convenient either gratuitously or otherwise for the objects of the Chapter;
- (xix) to regulate expenditure and manage accounts of the Chapter; and
- (xx) to do all other acts and things with the approval of the Council as the Chapter may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any one of them.


4. The ASSOCIATION shall be a non-profit making Charitable ASSOCIATION which shall be functioning in accordance with the provisions of The Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955) with aims and objectives specified in The Memorandum of Association.
5. The income and property of the Chapter shall be utilized solely towards the promotion of the aims and objects of the Chapter and the Council and no part of the same shall be paid or transferred directly or indirectly by way of dividend, bonus or profit or in any other manner to the members of the Chapter provided that nothing shall prevent the payment in good faith of remuneration to any officer or servant of the Chapter or to any other person not being member of the Chapter in return for any services actually rendered to the Chapter, nor prevent the payment of interest on money borrowed from any member of the Chapter nor the payment to any member for any occasional services, nor payment by way of contribution or otherwise as provided in the Bye-laws of the Chapter.
6. There shall be a Governing Body called the 'Executive Committee' to manage the affairs of the Chapter as required under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 which shall be constituted as per the Bye-laws of the Chapter within 18 months from the date of registration. Until the Executive Committee is constituted under the Bye-laws, the following persons are hereby appointed and shall constitute an Executive Committee and manage the affairs of the Chapter:








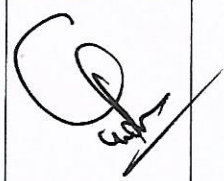

CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

Sl. No.	Name and Residential Address	Age (Yrs.)	Designation	Occupation & Designation	Signature
i	Shri. P Pramod Prakasham, Arpookara East P.O, Kottayam 686 008	52	Chairman	Director, Department of Factories & Boilers, Govt. of Kerala "Suraksha Bhavan" Kumarapuram Medical College P.O Trivandrum-695 011	
ii	Shri. Chacko M Jose Flat No. 7-B, Skyline Spectra, Mavelipuram Zone-2, Kakkanad, Ernakulam-682 030	54	Vice Chairman Representative- Employers	Chief General Manager (Operations) BPCL Kochi Refinery Ambalamugal-682 302	
iii	Shri. K. Chandran Pillai, Ex.MP Prasantham, Manjummel South, Udyogamandal-683 501	66	Vice Chairman Representative- Workers	President, FACT Employees Association Udyogamandal - 683 501 & Chairman, GCDA, Ernakulam	
iv	Dr. Ramesh V M "Sree Vignesh", Sree Nagar Hill Palace North Road Tripunithura-682 309	62	Honorary Secretary	Former Sr. Manager [Safety], BPCL KR Ambalamugal-682 302	
v	Shri. Sreejith K N Flat No. 5 D Oakwood Skyline City park Jawahar Nagar Kadavanthra P.O. Cochin - 682 020	57	Honorary Joint Secretary	Director (Operations) Cochin Shipyard Ltd. Cochin-682 015	
vi	Shri. Lijo George Mandavathil H, Kadayiruppu PO, Kolenchery, Ernakulam D, Kerala- 682 311	40	Honorary Treasurer	Sr. Manager EHS Synthite Industries [P] Ltd. Kadayirippu P O, Synthite Valley Kolenchery-682 311	
vii	Shri. L Shanil Lal 1A, Meridian Symphony, North Fort Gate, Tripunithura, Ernakulam, Kerala, 682 301	56	Executive Committee Member	Executive Director & Unit- In-Charge Hindustan Organic Chemicals Ltd., Ambalamugal-682 302	

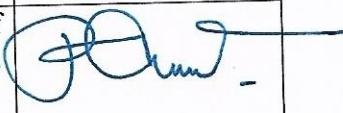
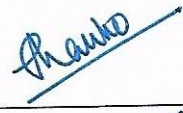



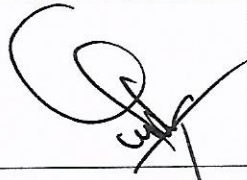
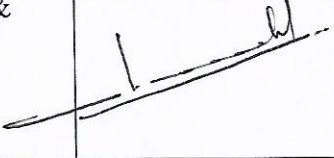
7. A copy of the Bye-Laws of the Chapter certified to be correct copy by the three members of the Executive Committee is filed with Registrar of Societies, Kerala (State) along with this Memorandum of Association.

  
CHAIRMAN

  
HONORARY SECRETARY

  
HONORARY TREASURER

8. We, the undersigned are desirous of registering the National Safety Council – Kerala Chapter under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 in pursuance of this Memorandum of Association.

SL. No.	Name & Address (Name & Residential Address)	Designation	Occupation	Signature
1.	Shri. P Pramod Prakasham, Arpookara East P.O, Kottayam 686 008	Chairman	Director, Department of Factories & Boilers, Govt. of Kerala	
2.	Shri. Chacko M Jose Flat No. 7-B, Skyline Spectra, Mavelipuram Zone- 2, Kakkanad, Ernakulam-682 030	Vice Chairman Representative- Employers	Chief General Manager(Operations) BPCL Kochi Refinery	
3.	Shri. K. Chandran Pillai Ex.MP Prasantham, Manjummel South, Udyogamandal-683 501	Vice Chairman Representative- Workers	Chairman, GCDA, Ernakulam	
4.	Dr. Ramesh V M "Sree Vignesh", Sree Nagar Hill Palace North Road Tripunithura-682 309	Honorary Secretary	Former Sr. Manager[Safety] BPCL KR	
5.	Shri. Sreejith K N Flat No. 5 D Oakwood Skyline City park Jawahar Nagar Kadavanthra P.O. Cochin – 682 020	Honorary Joint Secretary	Director (Operations) Cochin Shipyard Ltd.	
6.	Shri. Lijo George Mandavathil H, Kadayiruppu PO, Kolenchery, Ernakulam D, Kerala- 682 311	Honorary Treasurer	Sr. Manager EHS Synthite Industries [P]Ltd.	
7.	Shri. L Shanil Lal 1A, Meridian Symphony, North Fort Gate, Tripunithura, Ernakulam, Kerala, 682 301	Executive Committee Member	Executive Director & Unit-In-Charge Hindustan Organic Chemicals Ltd.	

I identify the above signatures.

Place: Irumpanam  
This 29<sup>th</sup> day of July, 2022

(Dr Ramesh V M)  
Honorary Secretary

  
CHAIRMAN

  
HONORARY SECRETARY

  
HONORARY TREASURER

## BYE-LAWS OF THE NATIONAL SAFETY COUNCIL - KERALA CHAPTER

1. **Name of the Chapter** : The name of the Chapter shall be National Safety Council–Kerala Chapter(hereinafter called as the Chapter)
2. **Registered Office** : The registered office of the Chapter shall be situated in the State of Kerala at such place to be determined by the Executive Committee of the Chapter from time to time. Presently the Office of the Chapter is located at Seaport-Airport Road, Irumpanam-682 309.
3. **Objects** : The following objects of the Council shall be the objects of the Chapter within Chapter's jurisdiction
  - (i) to devise, advocate, encourage and promote methods, procedures, research and public support within its jurisdiction leading to increased safety and health among industrial workers by adoption of precautionary measures of all kinds to prevent accidents, minimize danger and mitigate the consequences thereof;
  - (ii) to organize and conduct programmes, lectures, conferences and other activities for promoting free discussion on all matters and questions relating to safety measures, procedures and research;
  - (iii) to conduct educational campaigns with a view to arousing and maintaining public opinion and interest of the employers and workers and their support to safety and accident prevention and to encourage all persons and other associations to adopt, institute and support safety measures and accident prevention programmes;
  - (iv) to collect, correlate, publish, distribute and disseminate educational and information data, reports and all other material relating to methods and procedures on safety and to serve as a forum for the voluntary exchange of such information, experience and ideas on safety and accident prevention;
  - (vi) to co-operate, enlist and develop co-operation among all persons and other public and private organizations and agencies in the promotion of safety;



CHAIRMAN



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- (vi) to organize contests and to establish fellowships and scholarships for educational purpose and to award prizes for suggestions and essays tending to further the interest in safety;
- (vii) to establish a library and to print and publish any newsletters, periodicals, books, leaflets or films that the Chapter may think desirable for the promotion of the aims and objects of the Chapter;
- (viii) to secure from the State Government recognition and financial support for carrying out the objects and aims of the Chapter;
- (ix) to undertake advertising in the press or adopt such other audio – visual means for making known the aims and objects of the Chapter;
- (xi) to make appeals for procuring contributions to the funds of the Chapter in the shape of donations or special contributions;
- (xi) to provide suitable premises for meetings and carrying on the work of the Chapter for the purpose of carrying into effect its objects;
- (xii) to purchase, take on hire or otherwise, acquire land, building or other property, movable or immovable, wherever situated within its jurisdiction and to erect on any such land any building and to alter or add to and maintain any building erected upon such land for purpose of carrying out the aims and objects of the Chapter;
- (xiii) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Chapter, movable or immovable, on such terms as it may think fit and proper without prejudice to the interests and activities of the Chapter;
- (xiv) to raise and borrow money on bonds, mortgages, promissory notes or other obligations on securities founded or based upon all or any of the properties and assets of the Chapter or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Chapter, all expenses of and incidental to the raising of money, and to repay and redeem any money borrowed;
- (xv) to draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments for carrying out the objects of the Chapter;
- (xvi) to invest funds or money of the Chapter in such manner as may from time to time, be determined by it;



CHAIRMAN



HONORARY SECRETARY



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- (xvii) to take any gift or property whether subject to any trust or not, for any one or more of the objects of the Chapter;
- (xviii) to undertake and execute any trust, the undertaking whereof may seem desirable or convenient either gratuitously or otherwise for the objects of the Chapter;
- (xix) to regulate expenditure and manage accounts of the Chapter; and
- (xx) to do all other acts and things with the approval of the Council as the Chapter may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any one of them.

4. The ASSOCIATION shall be a non-profit making Charitable ASSOCIATION which shall be functioning in accordance with the provisions of The Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955) with aims and objectives specified in The Memorandum of Association.

5. **Definitions:** Unless the context otherwise requires the following terms shall have the following meanin

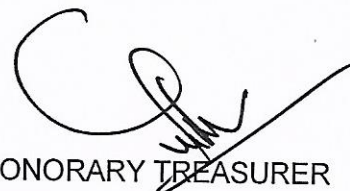
- (a) **"Board"** means the Board of Governors of the National Safety Council;
- (b) **"Bye-laws"** means the Bye-laws of the Chapter;
- (c) **"Chairman"** means Chairman of the Chapter;
- (d) **"Constitution and Bye-laws"** means the Constitution and the Bye-laws of the Chapter as executed, registered with Registrar of Societies and lodged with the National Safety Council by the Chapter;
- (e) **"Council"** or **"National Council"** means the National Safety Council Registered under the Societies Registration Act, XXI of 1860 having Reg. No. S.2945 of 1965-66 of 4-3-1966 and Under the Bombay Public Trust Act 1950 having Reg. No. F 2308 of 23-9-1971 and Head Quarters located at Plot No. 98A, Institutional Area, sector-15, CBD Belapur, Navi Mumbai- 400 614;
- (f) **"Chapter"** means the Chapter, having an autonomous nature, constituted and registered in a State to operate for undertaking fulfillment of aims and objects of the National Safety Council within the jurisdiction of the State concerned;
- (g) **"Director General"** means Director General of the National Safety Council and appointed as such under the Rules and Regulations of the National Safety Council;



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER


- (h) **“Executive Committee”** means Executive Committee of the Chapter;
- (i) **“General Body”** means General body of the Chapter;
- (j) **“Joint Secretary”** means the Joint Secretary of the Chapter;
- (k) **“Member”** means a member whose name is recorded in the roll of the members of the National Safety Council and who has been allocated to a Chapter on the basis of the address of the member concerned and enrolled in the Membership roster of the Chapter as well and shall not have resigned in accordance with such rules and regulations of the National Safety Council;
- (l) **“Memorandum of Association”** means the Memorandum of Association of the National Safety Council or of the Chapter, as the case may be;
- (m) **“Rules and Regulations”** means Rules and Regulations of the National Safety Council;
- (n) **“Secretary”** means the Secretary of the Chapter;
- (o) **“Society”** means the Society registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 for the purpose of establishing the National Safety Council-Kerala Chapter or the Chapter, as the case may be;
- (p) **“State”** means the State of Kerala,
- (q) **“Treasurer”** means Treasurer of the Chapter;
- (r) **“Vice Chairman”** means Vice Chairman of the Chapter.

## 6. Principles

The Chapter shall be an autonomous, non-commercial, non-political and non-profit making Society.

## 7. Symbol

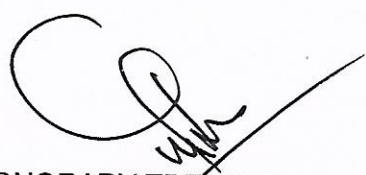
The Chapter shall have the same ‘Green Triangle for Safety’ as that of the Council, as its symbol.



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

## 8. Registered Office

The Registered office of the Chapter shall be within the territory of the Kerala State at such place as may be decided by the Executive Committee. At present, the office is located at Seaport-Airport Road, Irumpanam-682 309.

## 9. Jurisdiction

The jurisdiction of the Chapter shall be limited to the State of Kerala. Therefore, the Chapter shall undertake activities within the State with collaboration and participation from the organization located within the State only.

Activities involving national or international level organizations shall be undertaken by the Council only.

## 10. Membership

The members of the Council with their addresses for correspondence falling within the jurisdiction of the Chapter will be the members of this Chapter. The names of such members shall be entered in the Membership roster of the Chapter. The terms and conditions for the membership shall be governed by the Rules and Regulations of the Council.

## 11. Membership Fees

The entrance fee and the subscription payable by the members shall be decided by the Board of Governors of the Council from time to time. The annual membership subscription shall be payable within six months from the beginning of the official year (1st April to 31st March) direct to the Council and failure to pay the same shall result in termination of the Membership. The services being rendered to the member, free or at concessional rates, shall be liable to be suspended as long as the member is in arrears of Membership subscription. Payment of arrears subsequently shall not entitle the member to claim the services with retrospective effect.

## 12. Voting Power

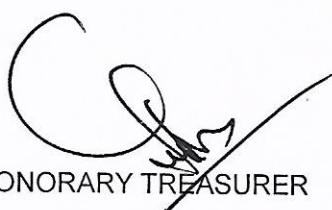
- (a) Each member of the Chapter shall have one vote in the general meeting of the members.
- (b) Vote by proxy shall be allowed.



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

### 13. Services of the Chapter and Conditionality

The Executive Committee of the Chapter shall determine the terms under which materials and services of the Chapter shall be made available to the members or non-members.


### 14. Official Year

Official Year of the Chapter shall be in sequence with the Financial Year, starting from April 1 and ending on March 31 of the subsequent Calendar Year.

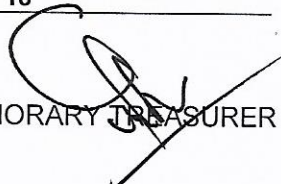
### 15. Executive Committee

The Executive Committee shall consist of not less than 15 and more than 25 members. Its composition shall be as follows:

	<b>*Medium Chapter</b> (150 < Corporate Members < 300 Corporate Members)
i) <b>Immediate Past Chairman of the Chapter:</b>	1
ii) <b>Elected Members:</b>	
a) from amongst the Corporate Members	
Industrial Establishments	8
Professional Bodies/ Institutions	1
b) from amongst the Workers' Organisations	1
c) from amongst the Individual/ Life members	2
iii) <b>Nominated Members:</b>	2
Members to be nominated by the Employers' Organisations and reputed Institutions, as decided by the Chapter	
iv) <b>Ex-officio member:</b>	1
(The Director General of the Council or his nominee)	
v) <b>Members by Co-option</b> (Experts on Safety and Health)	2
<b>Total:</b>	
	<b>18</b>

  
CHAIRMAN

  
HONORARY SECRETARY

  
HONORARY TREASURER

## 16. Office Bearers

The following shall be the office bearers of the Chapter:

- |    |                 |     |   |   |
|----|-----------------|-----|---|---|
| a) | Chairman        | --- | 1 | (Preferably from Corporate Member Organisation) |
| b) | Vice Chairmen   | --- | 2 | (One each representing Employers and Workers)   |
| c) | Secretary       | --- | 1 |   |
| d) | Joint Secretary | --- | 1 |   |
| e) | Treasurer       | --- | 1 |   |

The above office bearers shall be elected by the Executive Committee from among its members for a term of three years.

## 17. Duties, Functions and Powers

### a) Chairman

The Chairman shall be responsible for carrying out general policies and programmes of the Chapter and he shall

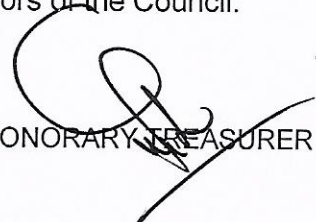
- i) preside over the Executive Committee Meetings,
- ii) preside over the Annual General Meetings of the Chapter,
- iii) be in-charge of the affairs of business and property of the Chapter,
- iv) supervise the work of the Chapter and ensure that the Chapter is functioning well and properly represented in other organizations within its jurisdiction,
- v) employ staff to assist him in performing his duties as Chairman of the Chapter subject to the rules governing the employment and conditions of service of the staff and subject to ratification by the Executive Committee,
- vi) perform any other duties for the furtherance of the Chapter's activities in accordance with its set objectives,
- vii) Be the Ex-officio Member of the Board of Governors of the Council.



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

**b) Vice Chairman**

One of the two Vice Chairmen, as decided by the Executive Committee, shall discharge the duties of the chairman in the absence of the Chairman of the Chapter or if the Chairman is unable to serve the Chapter for any reason.

**c) Secretary**

The Secretary shall be responsible to

- i) Conduct the activities of the Chapter.
- ii) Function as an ex-officio member of the Sub Committees of the Chapter.
- iii) Issue notices for the meetings of the Executive Committee and the General Body.
- iv) Prepare minutes of the meetings of the Executive Committee and the General Body and distribute the same to the respective members.
- v) Record all the resolutions of the Executive Committee meetings and bring them to the attention of all concerned.
- vi) Perform any other duty assigned to him by the Chairman or in his absence by the Vice Chairman.
- vii) Perform any other duty assigned to him by the National Safety Council in consultation with the Chairman or in his absence with the Vice-Chairman.
- viii) Submit quarterly activity reports to the National Safety Council within 15 days after the closure of each quarter and annual activity report within one month after closure of the financial year.

**d) Joint Secretary**


The Joint Secretary shall be responsible for assisting the Secretary in the discharge of his duties. In the absence of the Secretary, he will discharge the duties of the Secretary.



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

**e) Treasurer**

The Treasurer shall be responsible to:

- i) Keep the books of accounts and records relating to receipts and disbursements of funds and arrange to get the statutory audit of the Chapter's accounts done by a firm of Chartered Accountants appointed at the AGM and the audited statement of accounts approved by the General Body.
- ii) Prepare annual budget of the Chapter and get it approved by the Executive Committee.
- iii) Arrange payments to the parties concerned as approved by the Executive Committee /Chairman and issue money receipts.

The treasurer shall not keep any amount belonging to the Chapter with him exceeding the amount authorised by the Executive Committee.

**18. Tenure of Executive Committee**

The tenure of the Executive Committee shall be for a term of three years.

**19. Election to the Executive Committee**

The Chapter shall hold election of the Members of the Executive Committee every three years. Any mid term vacancy caused shall be filled by the Executive Committee by Co-option until the next election.

**20. Meetings of the Executive Committee**

The Executive Committee shall meet at least once a quarter at places decided by it.

**21. Powers and Functions of the Executive Committee**

The Executive Committee shall control the management and affairs of the Chapter and have powers to carry out its objects as stated in its Memorandum of Association in accordance with these Bye-Laws. The Executive Committee may suggest amendment to these Bye-laws as necessary and obtain prior approval of the National Safety Council as provided in Clause 41 of the Bye-Laws.



CHAIRMAN



HONORARY SECRETARY



HONORARY TREASURER

Without prejudice to the generality of the foregoing powers, the Executive Committee shall have the following powers:

- a) To apply for, collect, receive and utilize State Government, Municipal or other grants or allowances in connection with any work, activity or property held or conducted by the Chapter or otherwise, and to deal with the same according to the terms as the Executive Committee may deem fit.
- b) To take, receive, hold, administer and use any gift, bequest, donation in kind or money, or any other property, whether subject to trust or not for any of the objects of the Chapter and to undertake and carry out the duties and functions of trustees, in respect of any gifts, bequests, donations, trusts, etc.
- c) To invest and deal with the funds of the Chapter not immediately required in such shares and securities authorized by law for the investment of trust funds, or in such other manner, from time to time, and to vary and transpose such investments into others as may be permitted by law.
- d) To negotiate and enter into any agreement with State Government, or any other public or private authority, body or association within its jurisdiction which may seem beneficial or conducive to any of the objects of the Chapter.
- e) To purchase, take on lease or in exchange, or otherwise acquire, and to hold, manage, administer and otherwise deal with any movable or immovable property, rights and privileges which may be deemed necessary, expedient or desirable for any of the objects of the Chapter.
- f) To build, construct and maintain houses, buildings, tenements and structures and to alter, extend, improve, repair, enlarge, modify, demolish, pull down, reconstruct or otherwise deal with the same and to provide and equip the same with all such instruments, appliances, amenities and necessities.
- g) To manage, improve, develop, alter, demolish, repair, sell, alienate, lease, mortgage, charge, pledge, hypothecate, dispose of and otherwise deal with all or any of the property, funds, assets, rights and privileges of the Chapter.
- h) To borrow money, or receive money on deposit, upon such terms and with or without mortgage or other security charged on all or any property, funds, assets, rights or privileges of the Chapter, present or future.



CHAIRMAN



HONORARY SECRETARY



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- i) To open and operate accounts with any scheduled Bank or Banks as defined in the Reserve Bank of India Act 1934, or in Post offices.
- j) To make, draw, execute, accept, endorse, discount, transfer and/or otherwise deal with cheques, railways receipts, registered or insured letters or parcels, postal receipts, saving certificates, debentures, Government, Municipal or Port Trust Loan notes, stocks and shares and other negotiable instruments or securities.
- k) To grant charitable aid to and to provide for the welfare of persons employed by or connected with the Chapter and the dependant of such persons by establishing and contributing to provident and benefit funds and by giving pensions, gratuities, bonuses or allowances, or by grants of money, or otherwise.
- l) To appoint and/or remove such person or persons as the Executive Committee may deem fit for the purpose of representing the Chapter and/or the Executive Committee in any legal or other proceedings to be instituted by or against the Chapter.
- m) To appoint and/or remove and delegate all or any powers of the Executive Committee to such Committees or committee consisting of such members or member of the Executive Committee and/or another or others, as the Executive Committee may deem necessary or expedient.
- n) To approve annual budget of income and expenditure and submit to the Council before 30<sup>th</sup> April of that year.
- o) To maintain regular accounts of the Chapter and get them audited by the Statutory Auditors
- p) Generally to do all such other things as may be deemed to be incidental or conducive to the attainment of all or any of the objects of the Chapter.
- q) For any of the objects and purposes of the Chapter, to employ and procure the assistance of and to suspend, discharge and dismiss workers and other personnel or staff either for remuneration or otherwise.
- r) To frame guidelines not inconsistent with the Bye-laws and Rules & Regulations of the Council for the day to day working of the Chapter



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## 22. Extension of Tenure of Executive Committee

Election to the Executive Committee shall be conducted as per Clause 19 herein above. In the event that the elections cannot be conducted as provided for in the said clause due to unforeseeable or unavoidable circumstances, it shall be intimated to the Council in writing immediately. The Council shall have power to give direction regarding holding of elections and functioning of the Chapter till such time a new Executive Committee is elected. Such a direction of the Council shall be binding on the Chapter.

## 23. Notice for Executive Committee Meeting

There shall be at least 15 days' notice for the Executive Committee Meeting. The Chairman may call an urgent meeting, in exceptional circumstances, at a shorter notice, which notice shall not be less than three days.

## 24. Quorum for Executive Committee Meetings

The quorum for the Executive Committee Meeting shall be eight or 1/3rd of the total number of members on the Executive Committee, whichever is more.


In the absence of the requisite quorum at any meeting, the meeting can be adjourned for 15 minutes and reconvened at the same venue and on the same day and the same agenda to be transacted. At such a reconvened meeting, at least 5 members including two of the office bearers shall form the quorum and such meeting shall be entitled to dispose of only the items listed on the agenda. In the absence of this quorum, the meeting shall stand adjourned.

## 25. Decision of Executive Committee

Any decision of the Executive Committee shall be by simple majority. In the event of a tie, the Chairman shall have a casting vote.

## 26. Special Meeting of Executive Committee

The Chairman shall call a Special Meeting of the Executive Committee if a requisition signed by at least 25% of the members of the Committee is received by the Secretary. The requisition shall state the business to be transacted at the meeting. The Secretary, on instructions from the Chairman shall issue a notice for the Special Meeting to the members, not less than 10 days in advance, and no business other than that specified in the requisition, shall be considered at such a Special Meeting.



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The Chairman shall also call a special meeting of the Executive Committee to decide upon the conduct of such business as may be suggested by the Council and report their decision to the Council within 30 days of the receipt of such suggestion from them.

## 27. Sub-Committees

The Executive Committee may appoint Sub-Committees to carry out various assignments. A Sub-Committee shall hold office normally for a term not exceeding one year, which may be extended at the discretion of the Executive Committee.

## 28. Special Invitees to the Executive Committee Meetings

The Executive Committee may invite or authorise any office bearer to invite any person as a Special Invitee to attend Executive Committee meeting. Such invitees shall not be entitled to vote at the meeting.

## 29. General Body Meetings

The Governing Body shall convene the first General Body meeting of the Society within 18 months from the date of Registration. The Annual General Body Meeting of the Chapter shall be held every calendar year before 31<sup>st</sup> December and not more than 15 months after the holding of the last proceeding meeting, on a date and at a place decided by the Executive Committee. The Chairman or in his absence one of the Vice-Chairmen shall preside over the meeting.

Each Corporate Member shall be entitled to nominate two persons as its representatives to attend the General Body Meeting of the Chapter. For the purpose of voting, only one of the representatives shall be entitled to vote.

The business to be transacted at AGM shall include –

- i) Adoption of Activity Report and Audited Accounts.
- ii) Election of Executive Committee, if required.
- iii) Appointment of auditors.
- iv) Such other business which the Council may have required.
- v) Such other business with permission of the Chairman.



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### 30. Notice of the General Body Meetings

The Secretary shall issue notice of the Annual General Body Meeting (AGM) in writing to all the members of the Chapter not less than 21 days in advance.

### 31. Quorum for the General Body Meetings

The quorum for the General Body Meeting shall be 20 Members or 1/5th of the total members on the membership roster of the Chapter, whichever is lower.

In the absence of the requisite quorum at the AGM, the meeting shall be adjourned for 15 minutes and reconvened at the same venue and on the same day and the same agenda to be transacted. At such a reconvened meeting at least 10 members including three office bearers shall form the quorum and such a reconvened meeting shall be entitled to dispose off only the items listed on the agenda. In the absence of this quorum, the meeting shall stand adjourned. Such adjourned meeting shall be reconvened within two months after giving the notice to members as provided herein.

### 32. Extraordinary General Body Meeting

The Executive Committee on its own or on requisition of at least 25% of the members on the membership roster of the Chapter or on the direction of the Council shall call an Extraordinary General Body Meeting of the Members at such place as it may decide by giving notice of not less than 21 days. The agenda for such meeting shall be such as the Executive Committee may decide or as stated in requisition notice of the Members or as directed by the Council. The quorum and the procedure for such meeting shall be the same as for General Body Meeting stated in these Bye-Laws.

### 33. Minutes of the Meetings

The Chapter shall cause the minutes of all meetings of Executive Committee General Body and the Sub-Committees appointed by the Executive Committee to be kept in the bound books meant for the purpose with pages consecutively numbered.

Separate Minute Books of the meetings of the Executive Committee and the General Body shall be kept in which shall appear:

- a)
  - i) A clear report of the proceedings at each of the meetings.
  - ii) A copy of each notice convening the meetings and of each circular on which a decision has been arrived at.



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- b) The confirmed minutes signed by the Chairman of such a meeting.
- c) In case of any difference of opinion at the time of confirmation of the proceedings of a previous meeting, the minutes shall be confirmed according to the sense of the majority of the members present at the said meeting.

#### **34. Accountability of the Chapter to the Council**


- a) The Chapter shall abide by all the requirements and procedures as stated in the Guidelines on Affiliation of Chapters framed by the National Safety Council under Rule 15(a) and other Guidelines issued from time to time by it under Rule 15(h) of its Rules and Regulations.
- b) The Chapter shall submit its duly approved annual budget to the Council by the end of April of the year for which the budget is approved.
- c) The accounts of the Chapter shall be audited by a firm of Chartered Accountants. The Chapter shall submit to the Council the report on its activities together with the Audited Statement of Accounts for the year ended 31st March duly approved by its AGM before 15<sup>th</sup> January of next financial year.
- d) The Chapter shall submit a copy of the I.T. Returns filed and the assessment order received from the I.T. Authorities every year to the Council.
- e) The Secretary of the Chapter shall notify to the Council the names and addresses of the Executive Committee Members as soon as the Executive Committee is formed and of the office bearers as soon as they are elected. Any change in the Executive Committee and the office bearers shall be communicated to the Council within one month of the change.
- f) The Chapter shall submit to the Council the annual programme of its activities sufficiently in advance but not later than 30<sup>th</sup> April of the same financial year for which the annual programme is prepared, indicating the required involvement of the Council.
- g) In the event of any difficulty in implementing any of the objectives of the Chapter or implementing any clause of the Bye-Laws, the office bearers shall refer the matters to the Council. The advice given by the Council in such matters shall be binding on the Chapter. The Council shall also have power to issue directions to the Chapter on any policy or procedural matter which shall be binding on the Chapter.



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- h) The Chapter shall receive every year 50% of annual subscription collected by the Council from the Members located within the jurisdiction of the Chapter as Subvention, as per the Rules and Guidelines of the Council.
- i) In the event that the affiliation granted to the Chapter has expired or has been withdrawn by any reason whatsoever, the Chapter shall be liable to repay the advance given for initial expenses by the National Safety Council as mentioned in Rule 15 (e) of the Rules & Regulations of the National Safety Council. In this instance the repayment shall be made by the Chapter to the Council in specified equal instalments, wherein the date of payment of each instalment as well as the number of instalments payable to the National Safety Council, shall be specified by the Board of Governors of the National Safety Council.

### 35. Funds and source of fund

The funds for the Chapter shall comprise:

- i) Subvention received from the Council.
- ii) Donations received from industries, well-wishers, etc.
- iii) Grants received from State Government.
- iv) Excess of income over expenditure accruing from any activity conducted by the Chapter.
- v) Interest on investments.
- vi) Share of income from activities jointly undertaken with the Council.
- vii) Rent on building etc.

### 36. Assets and Funds

- a. Any sum or assets as may be contributed, donated, and/or bequeathed by any person or persons, firms or company by State or Central Government or other authorities to the Association.
- b. All interest or other incomes arising out of the said funds.
- c. All assets that may be purchased or acquired from or out of the said fund or otherwise acquired by the Association.
- d. All investment and realizations thereof from or out of the said fund and assets.
- e. All fund and assets which have by any means become the property of the Association.



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### 37. Investment of Funds

All Funds of the Chapter shall be kept in a Scheduled Bank either in Current Account, Savings Account or in Fixed Term Deposit.

### 38. Bank Accounts and Operation thereof

A Bank Account shall be opened in the name of the Chapter and shall be operated jointly by any two office bearers of the Chapter authorized by the Executive Committee. One of them should be either the Secretary or the Treasurer of the Chapter.

### 39. Books of Accounts and Audit

- i) The Chapter shall keep Cash Book, other Books of primary entry, Membership Register, and Ledger.
- ii) The Chapter shall annually draw up the Annual Receipts and Payment Accounts and Income and Expenditure Account and Balance Sheet on the basis of Mercantile System of Accounts.
- iii) The Annual Accounts shall be audited by a firm of Chartered Accountants duly appointed at the Annual General Body Meeting of the Chapter on such remuneration as may be fixed.
- iv) The Audited accounts shall be placed in the Annual General Meeting of the Chapter and a copy of the audited accounts thus approved by the Annual General Meeting shall be filed with the Council along with the Annual Report.
- v) The Chapter shall keep registration certificate, minutes book and miscellaneous books

### 40. Reports & Returns

The Secretary shall be responsible for rendering all reports and returns to the authorities concerned either annually or as called for, from time to time, and as directed by the Managing Committee Members. Within 14 days of Annual General Body meeting, 3 office bearers signed copy of Income-expenditure statement, new list of office bearers, and balance sheet were to be submitted to the Registrar and Council.



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## 41. Amendments

### i) Amendment of the objects of the Chapter:

The Chapter shall not have objects different from those of the National Safety Council. Accordingly, the objects given herein for the Kerala Chapter are drawn from the objects of the Council as provided in the MoA of the National Safety Council.

The Chapter shall not amend its objects without taking prior written approval of the Council. Only if the written approval is given by the Council, the Chapter shall proceed further and follow the procedure for amendment of its objects as given in the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 and the Rules made thereunder in its State of Registration.

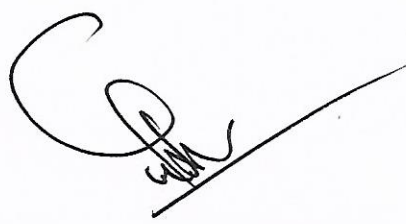
### ii) Amendment to the Bye-laws:

The National Safety Council shall have power to approve the proposed amendments to the Bye-laws of the Chapter. The Executive Committee shall complete the formalities and make amendments in these Bye-laws within 30 days from the date of approval granted by the National Safety Council. In the event that the National Safety Council approves a part of the proposed amendments to the Bye-laws but rejects or withholds approval of the remaining part of the proposed amendments to the Bye-laws; the Executive Committee shall amend only of that part of the proposed amendment to the Bye-laws which have been approved. Save as provided in this Clause, the Chapter shall have no powers to amend these Bye-Laws without the prior written permission of the National Safety Council. Any amendment made in these Bye-Laws shall be communicated to the Council as well as the members, in writing, within one month from the date on which such amendments are made.

- iii) When any amendment is made in the provisions of the memorandum or the rules and regulations of the Society, a copy of the resolution effecting the amendment, certified to be a correct copy by not less than three members of the governing body shall be filed with the Registrar and Council within fourteen days from the date of the general meeting at which the resolution was passed.

  
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#### 42. **Mismanagement/ Fraud/ Misfeasance or other Misconduct by the Chapter**

The Council shall have powers, on its own initiative or in case a complaint is received regarding the mismanagement / Fraud / Misfeasance or other misconduct by the Office Bearers or the Executive Committee Members of the Chapter, to investigate into the functioning of the Chapter. The Council, on being satisfied that such mismanagement/fraud/misfeasance or other misconduct exists, shall take such action against the Chapter or its Office Bearers or its Executive Committee members as it deems fit including but not limited to reconstituting the Executive Committee or removal of concerned member of the Executive committee.

#### 43. **Non-Functioning of the Chapter**

The Council shall have powers, on its own or in case a complaint is received regarding the non-functioning of the Chapter, to investigate into the non-functioning of the Chapter. The Council on being satisfied that the Chapter has been non-functioning for a period of over four months may take action against the Chapter or its office bearers or its Executive Committee members as it deems fit including but not limited to reconstituting the Executive Committee, etc.

#### 44. **Indemnity**

The Office Bearers and the Executive Committee members of the Chapter shall be indemnified by the Chapter against any or all suit proceedings, action, claim, demand, expenses and liabilities and to pay all costs, losses and expenses which they may incur or become liable to by reason of any act or thing done by them in good faith in the discharge of their duties as the Office Bearers or as the Executive Committee members.

#### 45. **Provision for Dissolution of Chapter**

The Chapter may be dissolved in compliance with the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. However, no dissolution proceedings can be commenced by the Chapter without the prior approval of the Council. In the event that the dissolution of the Chapter takes place, its assets, if any, remaining after the settlement of all the debts and liabilities shall be annexed to the funds and properties of the Council.

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