



Indian Senior Chamber

MEMORANDUM OF ASSOCIATION & RULES AND REGULATIONS (Policy Manual)

**(As amended in the 18th Concourse of Indian Senior Chamber at
Thrissur on 2nd & 3rd March 2019)**

www.indianseniorchamber.org | www.iscnews.in

INDIAN SENIOR CHAMBER

Memorandum Of Association

The activities of the society shall strictly be in accordance with the Societies Registration Act XXI of 1860

- I. Name : The name of the Society shall be **Indian Senior Chamber**
- II. Office : The Principal office of the society shall be at Calicut in the state of
Kerala
- III. Address : The address of the Society shall be
45/1116, Kuthiravattom, Calicut-Kerala, India, Pin-673016
- IV. Area of operation : The area of operation of the society shall be The
Union of India.
- V. Aims & Objectives : The main object for which the Society is established shall be based on the
theme of the Society—“Responsible and active citizenship” – which are:
1. To promote goodwill and fellowship among its members and the general public.
 2. To encourage responsible and active citizenship among the public in general and its members in particular
 3. To act as a non-governmental organization in supporting development programs of the government, local bodies, statutory boards, etc...
 4. To impart in the general public necessary awareness and civic sense.
 5. To organize seminars, symposia, workshops and the like in pursuance of the objects of the society
 6. To build, run and manage libraries, education institutions, houses for the poor & destitute etc...
 7. To perform works of charity and services for those in need irrespective of caste, creed or community
 8. To encourage the extinction of Senior Chamber legions of this Society throughout India in such manner as may be deemed fit
 9. To co-ordinate the activities of the members called its legions of the Society and to take common action in the interest of the Society
 10. To foster amongst the individual members of the Society a spirit of genuine civic interest, offering them opportunities for participation, in social and economic advancement of the nation
 11. To invest the money of the Society not immediately required in such securities as are provided in the Indian Trust Act.
 12. To rent, Purchase, build, leave or otherwise acquire suitable land, building or buildings in the union of India and to fit and furnish the same or make arrangements for the building or building filled and furnished
 13. To manage, conduct and carry on in the building, purchased, rented, leased, built or otherwise acquired, the business of the society for the convenience of the members of the Society and visitors thereto.

14. To raise funds through subscription from individual members of legion for the fulfillment of the objects of the Society.
15. To borrow any money required for the purpose of the Society with or without securities as may be determined.
16. To extend the benefits of the Society to the general public of our country even beyond the members of this Society.
17. To extent the Senior chamber movement to other countries of the world
18. To establish a national secretariat and other administrative offices of Indian Senior Chamber
19. To donate or otherwise assist in any manner to any public charitable institutions or public charitable objects in so far as such donation or assistance are not in contravention of the objects of the Society.
20. To contribute or subscribe to Government or local bodies, institutions such sum on such terms and conditions for all or any of the objects of the Society herein before or herein after stated
21. To subscribe, contribute or donate to any public fund, devoted to any public, national or charitable object
22. To accept any contribution in cash or in kind from any person, firm, company, institution or Governments for such purpose and objects as are enumerated in the memorandum
23. To take any action conducive to the accomplishment of any of the above purposes. The objects set forth in any sub-clause of this clause shall not be in any way restricted by reference to or inference from the term of any other sub-clause or the powers thereby conferred shall be deemed subsidiary or ancillary merely to the objects mentioned in the first sub-clause of these clause of the Society shall have full powers in all or any part of this clause.
24. To apply the income and property of the Society where so ever derived from, solely towards the promotion of the objects of the Society as set forth in this memorandum of association and no portion thereof shall be paid or transferred directly or indirectly by ways of dividends, bonus or otherwise, however by way of profits that nothing herein shall prevent the payment of salary or remuneration in good faith to officers or employed staff of the Society or other persons in return or any services actually rendered to the Society.
25. To act as guiding organization to protect the legal and ethical rights of the Senior Citizens of the land and also to ensure comfortable and peaceful living condition to them and also file necessary litigation before the concerned authorities including High Court and Supreme Court

INDIAN SENIOR CHAMBER

Articles of associations

The activities of the Society shall strictly be in accordance with the Societies Registration Act XXI of 1860.

ARTICLE I – NAME

The name of the Society shall be **Indian senior chamber.**

ARTICLE II – OFFICE

The office of the Society shall be at Calicut in the state of Kerala.

ARTICLE III – ADDRESS

The address of the Society shall be 45/1116 Kuthiravattom, Calicut-Kerala,
India, Pin- 673016.

ARTICLE IV – AREA OF OPERATION

The area operation of the Society shall be the union of India

ARTICLE V – OBJECTIVE

1. To promote good will and fellowship among its members and general public.
2. To encourage responsible and active citizenship among the public in general and its member in particular.
3. To act as a non – governmental organization in supporting development programs of the government. local bodies, statutory boards, etc.
4. To impart the general public necessary awareness and civic sense.
5. To organize seminars, symposia, work shops and the like in pursuance of the objects of the society.
6. To build, run and manage libraries, educational institutions, houses for the poor & destitute etc.
7. To perform works of charity and services for those in need irrespective of caste, creed or community.
8. To encourage the extension of Senior Chamber legions of this Society throughout India in such manner as may be deemed fit.
9. To co-ordinate the activities of the member called its legions of the Society and to take common action in the interest of the Society.
10. To foster amongst the individual members of the Society a spirit of genuine civic interest, offering them opportunities, for participation, in the social and economic advancement of the nation.
11. To invest the money of the Society not immediately required in such securities as are pro-vided in the Indian Trust Act.
12. To rent, purchase, build, leave or otherwise acquire suitable land, building or buildings in the union of India and to fit and furnish the same or make arrangements for the building or buildings filled and furnished.
13. To manage, conduct and carry on in the building, purchased, rented, leased, built or otherwise acquired the business of the society for the convenience of the members of the Society and visitors thereto.
14. To raise funds through subscription from individual members of legion for the fulfillment of the object of the Society.
15. To borrow any money required for its purposes of the Society with or without securities as may be determined.
16. To extend the benefits of the Society to the general public of our country even beyond the members of this Society.
17. To extend the Senior Chamber movement to other countries of the world.
18. To establish a national secretariat and other administrative offices of Indian Senior Chamber.
19. To donate or otherwise assist in any manner to any public charitable institution or public charitable objects so far as such donation or assistance are not in contravention of the objects of the Society.

20. To contribute or subscribe to Government or local bodies, institutions such sum on such terms and conditions for all or any of the objects of the Society herein before or herein after stated.
21. To subscribe, contribute or donate to any public fund, devoted to any public , national or charitable object.
22. To accept any contribution in cash or in kind from any person, firm, company, institutions or Governments for such purposes and objects as are enumerated in the memorandum.
23. To take any action conducive to the accomplishment of any of the above purposes. The objects set forth in any sub-clause of this clause shall not be in any way restricted by reference to or inference from the term of any other sub-clause or the powers thereby conferred shall be deemed subsidiary or ancillary merely to the objects mentioned in the first sub-clause of these clause of the Society shall have full powers in all or any part of this clause.
24. To apply the income and property of the Society where so ever derived from, solely towards the promotion of the objects of the Society as set forth in this memorandum of association and no portion there of shall be paid or transferred directly or indirectly by ways of dividends, bonus or otherwise however by way of profits that nothing herein shall prevent the payment or salary or remuneration in good faith to officers or employed staff of the Society or other persons in return or any services actually rendered to the Society.
25. To act as a guiding organization to protect the legal and ethical rights of the Senior Citizens of the land and also to ensure comfortable and peaceful living condition to them and also file necessary litigation before the concerned authorities including High Court and Supreme Court.

ARTICLE VI – REGISTRATION

1. The Society shall be registered under the Societies Registration Act XXI of 1860.
2. The objects of the Society as set out in the Memorandum of Associations may be altered abridged or extended subject to the provisions of the Societies Registration Act XXI of 1860and rules framed therewith in force from time to time.

ARTICLE VII - AFFILIATION

The Society may be affiliated with the Senior Chamber’s international body as and when such body is formed.

ARTICLE VIII – JURISDICTION

1. No Association or Society or Institution or Organization in any part of the Union of India shall be entitled to be known as Senior Chamber, unless it is affiliated with this Society under Article XI.
2. This Society has the exclusive right to assign and allot territories within the Union of India to legions.
3. In all aspects concerning the dispute of sponsorship and territorial limits the decision of the National executive shall be final.
4. The Society shall have a policy manual governing the activities as defined hereunder.
 - The policy manual of the society means and includes the rules and regulations governing the activities of the Society particularly the duties of officers, their minimum standards of performance, working of various portfolios, adoption of programs, official publications, model legion constitution, all other forms, formal, procedures including suspension of services to legions and all other matters pertaining to the organizations not inconsistent with the constitution of the Society.

ARTICLE IX – THE LOGO

I. (i) The Society shall have an official logo as illustrated below. The colors of the logo shall be blue for the outlining and lettering. The continents shall be in gold colour.



(ii) The font for the lettering “**Indian Senior Chamber**” shall be old English.

(iii) The banner scroll stationary or any other material shall have the name of the legion, logo etc., strictly in accordance with article IX I (i), (ii)

II. The society shall have a creed as given below. The creed shall be recited at the beginning of all meetings of Indian Senior Chamber. The creed shall be as under.

**We believe that age is only a cipher,
a number for the record,
that man cannot retire his experience;
that he must use it responsibly and actively;
and that he must be a paragon of perfect citizenship.**

ARTICLE X – INTERPRETATION

1. Active member of the year means a local organization of seniors affiliated to this society having permanent affiliation and is not in arrears of any installments of its dues to this Society who has paid both installments of its dues to this Society and who has paid both installments of its dues for an average minimum membership required under article XI of this constitution, on or before the due date.
2. Annual General Meeting or National Meet- means the annual meeting of this Society as stated in Article XII.
3. Legion – means a local organization member who is duly affiliated to this society as stated in accordance with the society.
4. Constitution -Constitution of the Society means and includes the Memorandum of Association and Articles of Association as amended from time to time.
5. Senior – means any individual who is a member of any legion affiliated to this Society who has crossed the age of 40 and been a member of any chapter of Indian Junior Chamber.

6. Model Legion Constitution – means the memorandum of association and policies of association for a legion for its functioning, as duly approved by the National General Body.
7. National Executive – means the body of executive officers of this society as stated in Article XIV.
8. National General Assembly – means a meeting of active members of the General body under Article XII.
9. National General Body – means the body of individual members elected, nominated, or appointed as per Article XIV.
10. Preceding year – means the year prior to the year for which the person is seeking elections.
11. Society – means Indian Senior Chamber.
12. Year – means the official year commencing from 1st April and ending on 31st March every year.
13. The National governing board means the body comprising of National executive as stated in article XIV and the appointees appointed by the National President for that year as per article VII3 (h) of the policy manual.

ARTICLE XI - MEMBERSHIP

1. (a) Every member shall be bound by the constitution of Society
 - (b) Classification

There shall be 4 types of memberships,

 - (i) Provisional members
 - (ii) Active members
 - (iii) Associate members
 - (iv) Honorary members
 - (c) Every member (legion) of the society shall be known as: Indian Senior Chamber (Name of the legion)
2. **Eligibility**
 - (a) Provisional members
 - (i) Provisional membership may be granted by National executive
 - (ii) Provisional members should have a minimum membership of 15.
 - (iii) Has objectives and policies not in variance to this society.
 - (iv) Should have paid the dues to this Society along with an affiliation fee as decided by the General Assembly from time to time.
 - (b) Active members
 - (i) has been a provisional member of this Society in the preceding year or before and
 - (ii) has paid 2 half dues before the end of the due date of payment of first half of the current year.
 - (iii) consists of 15 individual members or more, and
 - (iv) is functioning regularly from the day of provisional membership and has paid dues fully.

(c) Associate Members

Business houses, institutions who have faith in this movement but are unable to participate actively at the same time is interested to contribute periodically to this Society may be admitted as Associate member by the National Governing body subject to payment of dues Rs.10,000/- for admission and Rs.1,000/- every year, or such other sums as may be decided by the NGB from time to time before the due date. They are eligible to send 2 delegates for any of the Senior Chamber Training Program or any Program of Senior Chamber paying the normal Registration fees fixed for the event, but will not have voting right.

(d) Honorary Member

Any active Legion can confer Honorary Membership for not more than 2 individuals in an year, who belong to the category of people having professional accomplishment, philanthropist or such other eminent personalities with commendable contribution to the society. Such honorary member may continue as Honorary Member, if the Legion approves every year, subject to the condition that that maximum number of Honorary members a legion can hold on roll every year is two. An annual fee of Rs1,000/- or such other sums as may be fixed by NGB from time to time, shall be paid to National Secretariat by the legion every year for each proposal as Honorary Member and are not having any voting right, or, NGB can also confer Honorary membership to any individual having professional accomplishment, renowned writer, artist, philanthropist or other eminent personalities with commendable contribution to the society or any past JCI National President or JCI VP or above and are not having any voting right.

3. Fees and dues

(i) Members shall pay the dues as fixed by the General Assembly from time to time by the prescribed mode under the policy manual. The two equal installments of the first half and second half shall be paid before 31st May and 30th November respectively every year.

(ii) Any Legion failing to pay its two half yearly dues within the above stipulated time may pay their dues with a late, fee of 10% of the total amount on or before 30th June or 31st December and on such payment being made it should be deemed to have paid its dues within the stipulated time.

4. Termination of membership

Membership to this Society shall automatically stand terminated if a member voluntarily resign or is disaffiliated as per this Article.

5. Suspension of membership and services

(a) Services to a legion are liable to be suspended for nonpayment of dues for two consecutive installments.

(b) The services will automatically be restored upon the legion's payment of all its outstanding dues.

(c) Such services may also be suspended if the National Executive feels that the activities of the member is detrimental to the objects of the Society.

(d) A legion may be suspended pending enquiry into acts of misconduct or pending disciplinary action against it for any act done by the legion or its individual member or members in contravention of this constitution.

(e) For all matters of suspension, revocation and restoration of membership and services, the decision of National Executive shall be final and binding.

6. Disaffiliation

(a) Membership of the Society shall be disaffiliated if any member fails to pay subscription for three consecutive installments.

(b) Every legion shall be required to maintain a minimum membership of 15 members failing which the legion shall be disaffiliated.

(c) If the activities of the member is considered detrimental to the Society the membership shall be liable to be disaffiliated.

7. Transfer

Any individual member of any legion desirous of transferring his or her membership to any other legions in India can do so after obtaining a clearance certificate from the legion he or she originally belonged, subject to the approval of National Governing Board upon the application from such member along with Rs 500/-or such other sums as may be decided by NGB from time to time as transfer fee in favor of Indian Senior Chamber

ARTICLE XII – GENERAL ASSEMBLY

1. (a) Meeting of all authorized representatives of all active legions of Indian Senior Chamber

(b) The annual General Meeting shall be held before 31st March every year.

(c) The Secretary General shall issue a notice of the National General Assembly to all legions 30 days prior to the date of such National General Assembly.

(d) The venue for the National General Assembly for the following year shall be determined at National General Assembly.

(e) In the event the National General Assembly fails to provide a venue for the ensuing National General Assembly, the National Governing Board shall endeavor to fix a venue under such terms as may be decided by the National Governing Board.

2. Extra ordinary General meeting.

An extra ordinary general meeting may be held

(a) On requisition of 30% of active legions of the Society.

(b) By decision of 3/4 majority of the Society.

(c) For considering specific subject or subjects.

3. Quorum

(a) 30% of the total voting strength comprise a quorum for all General body meetings.

(b) All decisions of the General Assembly shall be determined by simple majority vote unless provided for in this constitution.

4. Business at the General Assembly.

i. To receive the report National President

ii. To consider the recommendations of the National Governing Board.

iii. To receive and adopt the Annual accounts of the Society for the previous year.

iv. To approve the budget for the coming year.

v. To appoints auditors.

vi. To decide the venue of the next General Assembly.

vii. To decide any amendments to the constitution.

viii. To take such policy decisions and issue directions to the National Executive and/or National Governing Board that may be found necessary from time to time

ix. Election to the National Executive as per article XIII.

5. Voting.

(a) For the General Assembly, members shall have voting depending on the individual membership of each legion in the manner described below. For this purpose, the membership of any legion shall be the average of both installments paid during the year. Active members having membership strength of 15 will have 2 votes and every additional 5 members one vote each.

(b) In case the National General Assembly is for any reason postponed beyond the date stipulated – the membership strength for the proceeding year will be considered for the purpose of voting.

6. Mail ballot.

(a) On matters within the scope of National Executive or National General Assembly a mail ballot among the members shall be valid, unless the matter is specifically directed by this Constitution to be done at Annual General Meeting, or National Executive Meeting.

(b) In determining the voting of the active members for a mail ballot during the year, the member will be entitled to the votes to each they were entitled during the previous year's General Assembly subject to having paid their dues for the current year in time.

(c) A majority of two-third of the votes received is necessary for adoption of the proposal submitted by mail ballot. A minimum of 30% of the total votes must be received to validate the ballot.

7. Voting rights

(a) Only the president of the legion or Alternate Chief Delegate shall be entitled to vote on behalf of the Legion at the National General Assembly. The Alternate Chief Delegate shall be an Active Senior Chamber Member belonging to the same Legion and his name has been duly certified and signed by President/ Secretary along with photo attested by President/ Secretary in a prescribed format and is presented to the Chairman of the Con Course. Provided notwithstanding anything contained anywhere else in this constitution, the President/ Alternate Chief Delegate shall get voting right only if he is registered as a Chief Delegate / Alternate Chief Delegate at the National General Assembly.

(b) The Secretary General shall 15 days prior to the National General Assembly circulate the list of legion eligible to vote together with their voting entitlements. Any dispute arising out of the voting entitlements shall be decided by the National Executive strictly within the provisions of the Constitution and Policy Manual and its decision shall be final.

(c) In the event of mail ballot, the Secretary General shall circulate a list of legion entitled to vote together with their voting entitlements as on the date of issue of mail ballot.

(d) The current National President, Past National Presidents, who continue to be active members of active legions shall be entitled to one vote at the election to the office of the National President, provided further that they cast their votes themselves at the election held during National concourse.

ARTICLE XIII – ELECTIONS

1. At every National General Assembly voting members present shall elect the following members of the National Executive.

- (a) National President

- (b) 5 National Vice-President equal in rank.

The voting strength for the above purpose will be determined by Article XII – (5)

2. **Qualification of candidates**

- (a) The Candidate for the post of National Vice President shall be an active member having two years standing as a Senior of an active legion having voting rights at least for past two years. He shall have served as a Legion President for one full term.

- (b) A candidate for the Office of National President should have served as a National Vice President for one term prior to seeking election. He should have also served the National Governing Board at least once in any capacity within the last seven years prior the year in which he/she seeks election

- (c) A National President Candidate should have obtained Minimum Standard of Performance certificate issued by the concerned National President for the year in which he served as National Vice President and National Governing Board Member.

- (d) Full term means the period of minimum of 9 months and for Charter President it is 6 months. The period is calculated from the date of installation and upto 31st March of that year of Presidentship.

3. **Nomination**

- (a) All nominations shall be made in the form prescribed in the legion manual.

- (b) Deadline

All nominations must be made in the prescribed format and forwarded to the Secretary General so as to reach him, twenty days prior to the Annual General meeting. The Secretary General within 15 days prior to the General meeting shall circulate the list of nominations to all legions.

- (c) Extension of deadline

In case, however that insufficient nominations are received for any elective office the same will be kept open and such nominations can be made on the floor of the house. In such cases those nominations which had been received within the deadline will be declared elected provided the candidates fulfill other requirements of this Constitution and the nominations is in order. The election if it is necessary will be held for the remaining posts only among the candidates who file their nominations during the extended deadline.

(d) Nominations for the post of National President/National Vice President shall be accompanied with a non-refundable fee of Rs.1000/- or such other sum as may be decided by the National Governing Board.

4. Returning officer

The National Governing Board shall appoint the Immediate Past National President or in his absence any other Past National President as the returning Officer and Nomination Committee Chairman for the conduct of elections as per article XII & XIII. The Nomination Committee Chairman shall constitute the nomination committee comprising of Veteran Seniors.

5. Ballot

(a) Voting shall be by secret ballot.

(b) For any ballot for any elective office, the legion representative shall cast votes for the total number of officers to be selected on the ballot. Otherwise the ballot shall be invalid.

ARTICLE XIV – NATIONAL EXECUTIVE

1. a) Composition : The National Executive shall be comprised of
 - (i) National President
 - (ii) Immediate Past National President
 - (iii) Five National Vice President
 - (iv) Secretary General
 - (v) National Treasurer and
 - (vi) General Legal Counsel

The Secretary General, National Treasurer and General Legal Counsel shall be appointed by the National president from among the active members of the active legions and has served one full term as President of the active legions and shall have voting rights.

b) No member of the National Executive elected or appointed shall hold an office at the legion level. However the office of immediate past President shall not be considered an office at legion level for the purpose.

c) The National Executive shall assume office on the first day of April every year. They shall be in office till the installation of the newly elected National Executive of the succeeding year or the end of the term whichever is later.

d) Remuneration: All members of the National Executive shall serve without remuneration. They may however be paid expenses towards administration. Travel and daily allowances decided upon by the National Executive and within the framework of the Annual Budget approved by the General Assembly.

e) Vacancies: If the post of the National President falls vacant, the immediate past President shall hold the office for the unexpired period of time provided this period is less than six months, otherwise fresh election shall be called within 10 days from the date of vacancy. In case such re-election, the Secretary General shall within 10 days from the date of vacancy, mail a notice thereof to all members of the General Assembly under speed post inviting nominations to be forwarded to the National Secretariat under registered post with acknowledgement due within twenty one days from the date of such notice and thereafter and Secretary General shall within seven days dispatch ballot forms with the list of candidates for calling the mail ballot. Procedure for mail ballot under Article XII (6) shall mutatis mutandis apply to mail ballot under the sections. The mail ballot scrutiny and declarations of results shall be supervised by the Returning Officer appointed by the National Executive, the National Executive shall have power to fill such vacancies by co-option provided those co-opted fulfill the eligibility criteria prescribed for the said post.

1. f) Composition of National Governing Board

The National Governing Board shall be comprised of

- (i) National President
- (ii) Immediate past National President
- (iii) Five National Vice President
- (iv) Secretary General
- (v) National Treasurer and
- (vi) General Legal Counsel
- (vii) Five National Directors
- (viii) Seven National Coordinators

The Secretary General, General Legal Council, National Treasurer, Five National Directors and Seven National Coordinators shall be appointed by the National President from among the active members of an active Legion and has served one full term as President of the active legions. Only the National Executive Members and the National Directors will have voting right in the NGB. The National President can also appoint a maximum of five special appointees, Concourse Advisor, Concourse Director and can be invited for the National Governing Board, if necessary, but are not having voting rights.

g) No member of the National Governing Board, having voting right shall hold an office at legion level. However the office of Immediate Past President shall not be considered as an office at legion level for this purpose.

h) The national Governing Board shall assume office on the first day of April every year. They shall be in the office till in the installation of the newly elected National Governing Board of the succeeding year or the end of the term whichever is later.

i) Remuneration: All members of the National Governing Board shall serve without remuneration.

They may however be paid expenses towards administration, Travel and daily allowances decided upon by the National Executive and within the framework of the Annual Budget approved by the NGB.

j) In the event of any vacancy arising in the National Governing Board, the National President with the consent of the National Executive can fill the vacancy by the co-option, provided those co-opted fulfill the eligibility criteria prescribed for the said post.

2. **Meetings**

a) The National Executive and the National Governing Board shall endeavour to meet at least once in three months for the conduct of business. The Secretary General shall arrange the meetings in consultation with the president.

b) The National President shall preside over these meetings and in his absence the IPNP or in his absence, any one of the National Vice President elected by the members present shall chair the meeting.

c) Quorum- There shall be at least six members present with voting rights to form quorum for National Executive and eight members present with voting rights in the case of National Governing Board.

d) All decisions shall be made on simple majority.

e) Every member of the National Executive shall, if so required by the National President observe strict secrecy in respect of all transactions of the Society.

ARTICLE XV – FINANCE, ACCOUTS & AUDIT

1. The accounting year of the Society shall be financial year ending 31st March.
2. All funds and other assets of the Society shall be held in the name of Indian Senior Chamber. The funds shall be kept in account with scheduled bank or banks. The accounts shall be operated jointly by National President and Treasurer.
3. The National Treasurer shall prepare the provisional accounts of the current year to the National General Assembly and the Secretary General shall circulate it to all legions and National Executive at least fifteen days prior to the General Assembly.
4. Prior to the National General Assembly, the National Executive shall discuss the provisional accounts and approve before presenting in the National General Assembly.

5. The provisional accounts as approved in the Pre Concourse NGB shall be presented by the National Treasurer and in the absence of National Treasurer any one NGB member who is authorized by NGB shall present the same in the National General Assembly and to get it approved.
6. All accounting and statutory records shall be maintained at the National Secretariat under the supervision and control of the Secretary General.
7. The accounts of the Society shall be audited every year by Chartered accountants appointed at the Annual General Assembly. The Secretary General/National Treasurer shall prepare the annual account in the form of balance sheet and Income and Expenditure account of the accounting year just concluded for certification by auditors and the same shall be approved by the National Executive. The certified copies of the audited accounts shall be forwarded to all legions twenty one days prior to Annual General Assembly for adoption or such extended time as the General Assembly may decide by a majority of votes.
8. The accounts of the Society audited and as approved by the General Assembly shall be conclusive.
9. Within seven days of the receipt of dues, the Secretary General shall issue necessary receipt mentioning the period for which dues are considered paid.
10. The Secretary General shall maintain individual accounts for each legion.
11. The National President may appoint a finance committee under the chairmanship of National Treasurer.

ARTICLE XVI – GENERAL

1. A. The business of the Indian Senior Chamber shall be conducted according to its constitution and where otherwise not provided it shall be governed by Robert's Rules of Order.
B. (i) There shall be a consulate which shall be an advisory body of Senior Chamber movement.
(ii) The consulate members shall be such members of Senior Chamber, who have rendered consistent, altruistic, bounteous, contribution to the movement.
(iii) The consulate may form and the formulate rules and regulation for the conduct of the business of the consulate.
2. **Criteria for consulate membership**
 - a) Any legion of Indian Senior Chamber may propose the name of such member as described in article XVI B(ii) for the consulate membership.

b) The legion shall remit a sum of Rs.5000 along with the proposal from as prescribed in the legion manual of Indian Senior Chamber.

c) The National Governing Board of Indian Senior Chamber may also propose any senior who qualifies as per the article XVI B(ii) to be a member of the consulate.

3. **Amendments**

a) The Constitution may be reviewed and necessary amendments be carried out once in 2 years only with 2/3 majority voting at the General Assembly.

b) The provision of the policy manual may be reviewed or amended by the General Assembly by simple majority, every year. Any consequential amendments to the Policy manual due to amendment in Memorandum and Articles of association can be made by the NGB, if omitted to pass in the National General Assembly.

c) The Memorandum and Articles of Association of the constitution may be amended as provided above provided written notice of such amendments is given 20 days prior to convening National General Assembly to the Secretary General. The Secretary General shall give notice of proposed amendments 15 days prior to the General Assembly to all members of the General Assembly.

d) Any active member or National Executive member or National Executive can move an amendment to the Constitution & Policy Manual.

e) Amendments to the Constitution and Policy Manual so adopted at the General Assembly shall be circulated to all members of the General Assembly within 45 days after the assumption of office by the newly elected National Executive.

4. **Arbitration**

a) No member of a legion or official of the Society shall be entitled to go to a court of law or to commence any proceedings in connection with the activities of the Society without exhausting the remedies provided in this constitution and policy manual.

b) All proceedings that may be initiated are only subject to the territorial jurisdiction of the courts located at the place where the National Secretariat of the Society is situated.

c) In all disputes between the members of the Society or between the members of the National Executive the disputes shall be referred to arbitration by an arbitrator or tribunal comprising of current National President and two active past National Presidents of this Society to be appointed by the National Executive and the decision of such arbitrators or tribunal shall be final and binding on all parties in the dispute.

d) All internal disputes of a legion and disputes between the legions, the National Executive shall have power to decide the dispute through compulsory arbitration and the decision of such arbitrator shall be final and binding on all members of the concerned legions.

5. **Official language**

The official language of the Society shall be English.

ARTICLE XVII – WAIVER

Any article of the Constitution may be waived at the General Assembly by 3/4 majority of the total voting strength.

ARTICLE XVIII – DISSOLUTION

The Society shall be dissolved if 3/4th of all active members of the Society express a desire for such dissolution by being present in person at the General Assembly convinced specifically for the purpose. If upon the dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities of any property whatever, the same shall not be paid it to or distributed among the members of the Society or any of them, but shall be donated to any other organization which has the same or similar objectives as of the Society or be vested in the government.

Society shall be dissolved as per provision lead down under the societies registration act XXI of 1860.

Sd/-
National President

Sd/-
Secretary General

Indian Senior Chamber



POLICY MANUAL

INDIAN SENIOR CHAMBER

POLICY MANUAL

DIRECTIVE POLICIES

The objective of the society shall be as inspired by the Memorandum of Association of Theme and the Directive Policies stated herein particularly.

1. Encouraging responsible and active citizenship among the general public.
2. Acting as a Non-Governmental organization in supporting development programs of the Government, Local Bodies, statutory boards etc.
3. Imparting in the General Public necessary awareness and civic sense.
4. Furthering goodwill, understanding and co-operation amongst the citizens of India and the universe and especially to provide:
 - i) Activities directed towards the promotion of National integration
 - ii) Activities directed to promoting development programs of the Government etc. as a catalyst.
 - iii) Extending Senior Chamber movement to neighboring and far nations.
 - iv) Development and promotion in those areas of our country where Indian Senior Chamber is or get to have a foothold and to create a balanced growth of the movement in India.
 - v) Development of areas where creative, pioneering efforts are needed.
 - vi) A common purpose and identity with the past Jaycees in the country in all walks of life and provide necessary leadership to harness their potential.
 - vii) Proving a guiding, helping hand to the Junior Chamber Chapters and members wherever necessary to sustain and support them when in need.
 - viii) Joining hands with Jaycees in the program aimed at fulfilling their aims, objectives and policies.
 - ix) An organization and platform to involve our members in all aspects of our country's march to achieve equality of opportunity, democratic rule of law with peace and harmony amongst the people of our country and the universe.
 - x) Establishment of an efficient National Secretariat to give sustenance to all our endeavors.

ARTICLE I-INTERPRETATIONS

1-1.Name of Legion: A legion (member) of this society may adopt any name which shall include the name of the city, town, or place where it is located.

1-2.Directive Policy:Means the policies specifying aims, objectives and the activities of the society.

ARTICLE II-MEMBERSHIP

II-1.Provisional Membership

A. Eligibility

Those eligible to be admitted and retain membership of the society shall :

- a) Fulfill the society's constitutional requirement for membership
- b) Have provision to admit to membership any person above the age of 40 years and who have been a member of any chapter of Indian Junior Chamber.
- c) Be duly constitutional with democratically elected office bearers.

Procedurefor Application

- a) A provisional member shall be sponsored by an active legion of good standing of this society, as per the evaluation of the National Governing Board. A member of the National Governing Board can also sponsor a provisional member in consultation with the existing Legion..
- b) Application for provisional membership shall be forwarded to the National Secretariat in the prescribed form along with an affiliation on fee of Rs.4,000/- by cash , cheque, DD or any other mode of electronic transfer in favor of Indian Senior Chamber in the case of legion within India and \$250/- in case of Legion to be started abroad.
- c) The application should be accompanied by the following:
 - i) One copy of the Legion constitution based on the model legion constitution prepared by Indian Senior Chamber inserting the name of the Legion and dues
 - ii) Resolution for the formation of Legion with list of Charter members with signature.
 - iii) Name and address of the office bearers along with application and membership fee as prescribed under Articles XI-2a of the constitution.
 - iv) Affiliation may be granted, by National Executive and its decision shall be final.

II-2. ACTIVE MEMBER

A. Qualification

- i) Has been a provisional member of this society in the previous year or before and
- ii) has paid two half dues before the end of due date of payment of First half of the current year.
- ii) Consist of 15 individual members or more, and
- iv) Is functioning regularly from the day of provisional membership and has paid dues fully.

B. Procedure for admission

- i) Should have applied in the prescribed form.
- ii) Should submit a copy of Legion's constitution which is in concurrence with the modal legion constitution prepared by the Indian Senior Chamber.
- iii) The National Executive may grant active membership and the decision of National Executive shall be final.

II-3. PAYMENT OF INDIAN SENIOR CHAMBER DUES

- a) Every Legion affiliated to the society shall pay its dues at the rate of Rs. 500/- per Year by way of demand draft or any mode of Electronic transfer in favor of Indian Senior Chamber, per individual member of the Legion in two half yearly installments for the membership strength of each half beginning 1st April and 1st October.
- b) The payment should be accompanied by a list of individual members with address on whose behalf the dues are paid.
- c) If any Legion is provisionally affiliated to this society during the year, the legion shall pay the proportionate dues according to the half-year remaining from the date of affiliation. Part of the half year shall be treated a half year.
- d) The annual dues of associate members shall be paid on or before 30th April every Year.

II- 4 SUSPENSION OF SERVICES

- a) Service to a legion are liable to be suspended if in arrears of two consecutive installments.
- b) Service to a legion may also be suspended if in the opinion of the National Executive the activities of the legion are detrimental to the objects of the society.

- c) In all matters of suspension and restoration of the services, the decision of the NATIONAL Executive shall be final.

II-5. PROCEDURE FOR DISQUALIFICATION

- a) A legion proposed to disqualified shall be served with a notice in writing of not less than 30 days seeking for its explanations
b) The National Executive shall consider the explanation and disqualify the legion by $\frac{3}{4}$ majority, in case of such explanation being not satisfactory

II-6. RIGHT OF APPEAL

- a) A legion so disqualified has to right to appeal to the National General Body
b) The appeal should reach the National Secretariat 30 days prior to the National Concourse
c) The National Concourse shall either by itself or by any committee appointed by it hear the legion. The National Concourse shall thereafter consider the appeal and may reinstate the legion by $\frac{3}{4}$ if0 satisfied.

ARTICLE III – VOTING

III-1. The president or alternate chief delegate nominated by the President will be entitled to vote on behalf of the legion provided further that has registered as a delegate at the conference. Voting strength will be determined as per Article XII(5)

III-2. For all matters pertaining to voting, the same shall be determined by the nomination committee.

III-3. The Secretary General shall 15 days prior to the convention/conference distribute the list of Legion eligible to vote, together with voting entitlements. Any dispute pertaining to these shall be determined by the nomination committee.

III-4. In the event of mail ballot the National Executive shall supply a list of legion entitled to vote with this voting entitlements as on the date of such issue of mail ballot.

ARTICLE VI – NATIONAL CONVENTION

VI-1. Qualification

A. Host Legions

- i) Minimum 3 years of good standing
ii) Minimum membership of 20
iii) Has passed a resolution at their General Body to this effect

B. Host site

The National Executive shall be satisfied to the facilities being sufficient and infrastructure

adequate

C. Procedure to bid convention

The National Executive shall formulate rates during the early years and those could be incorporated in this policy manual when the National General Body deems it necessary.

ARTICLE V – ELECTION

V-1.Promotional materials

- a) In respect of each candidate there may be only one printed or mimeographed piece of promotional material.
- b) A personal or official letter of an individual nature- handwritten, typed, dotmatrix printed through mail merge in original, or SMS or email alone and addressed to an individual and signed and directed by or on behalf of a candidate will not be considered a piece of promotional material.
- c) Legions promoting more than one candidate may produce one piece of material in respect of each candidate.
- d) Any section considered by the Nomination Committee to be in contravention of any of the above clauses(s), (b) or (c) shall invalidate the candidates nomination.

V-2.Proof of age

- a) Candidate if so required shall furnish proof of age such as birth certificate, SSLC to the nomination committee.

V-3.Nomination Committee

- a) The nomination committee shall meet during the National conference to assess the eligibility of the candidates and present its report to the conference.
- b) The nomination committee may test the candidates knowledge of the constitution and policy manual or such other directives of Senior Chamber, duties and responsibilities of the position for which they have been nominated and also his credentials to prove his minimum standard of performance as National Vice President, in the case he/she is contesting for National President and also that he was a past member of Junior Chamber International, India.
- c) The modalities and mechanics of the election shall be determined by the nomination committee.
- d) The nomination committee shall clear the candidatures only after obtaining No Due certificate from the N. S.
- e) Nominations Committee is headed by the Nomination Committee Chairman and the Nomination Committee Chairman shall be the Immediate Past National President and the Chairman shall constitute a Nomination Committee with 3 other Past National Presidents from the Past National

Presidents of the immediate past 10 years and National President shall be ex officio. In the absence or inconvenience of the Immediate Past National President to attend the Concourse or not in a position to take up the post as Nomination Chairman, National President shall appoint a Nomination Committee Chairman from the Past National Presidents of immediate past ten years.

f) Nomination committee shall make the nomination of the candidates proposed by any Legion invalid, if the Legion is not an Active Legion or the Legion has to filed nomination of more than lactive member for any single post for which election is called for.

V-4. Deadline for withdrawal

The deadline for withdrawal of the nomination shall be 12 hours before the time fixed for balloting.

V-5. Balloting Procedure

- a) If the number of candidates exceed by more than one for the number of posts for which the elections shall be held the elections shall be held by the way of secret ballots.
- b) In case of a tie, the election shall be decided by lots.

ARTICLE VI – OATH OF OFFICE

No officer of the Indian Senior Chamber shall assume office without taking the following oath of office:

“ I do solemnly swear that I will faithfully execute the office (.....) of the Indian Senior Chamber and will uphold its constitution and policy at all times”

ARTICLE VII- POWERS, DUTIES, STANDARDS OF PERFORMANCE

VII.1 Powers, Duties, Functions of the National Executive Offices

1.National President

He shall

- a) Act as number one public relation man of the Indian Senior Chamber
- b) Represent Indian Senior Chamber in all other bodies
- c) Ensure Adherence to all Indian Senior Chamber Policies, aims, objectives and uphold the constitution of Indian Senior Chamber.
- d) Report to National Concourse on action taken on the directives of the constitution and bylaws and concourse resolution.
- e) Preside over all meetings of the National Executive, Nation General Body and National Governing Board.
- f) Sign, endorse or otherwise negotiate documents and cheques with at least one of the executive officer preferable the Secretary General and act on behalf of the Indian Senior Chamber
- g) Represent in any higher (world, Asian etc.)bodies as chief delegate, failing which he shall appoint a chief delegate in consultation with the National Executive

- h) Visit Legions as per the decision of National Executive
- i) Appoint select committee for specific purpose and report to Indian Senior Chamber
- j) Assign such of duties and responsibilities to each of the National Vice president and other members of National Executive and National Governing Board.

2 National Vice president

They shall

- a) Be in charge of a group of Legions assigned to him. He shall visit the assigned Legions at least twice within the year, preferably the first visit being on the installation of the New President.
- b) Preside over the area meetings of the area/zone and conduct the proceeding.
- c) Supervise the working of all the officers in their respective assignments and implement the directives of constitution, National Concourse, National Executive in respect of their assignments.
- d) Submit a summarized report on all the activities in their respective assignments and also evaluate the standards of performance of the working of all the assigned offices of each meeting of the National Executive.
- e) Travel on behalf of Indian Senior Chamber as per the decision of the National president

3 Secretary General

He shall

- a) Be the chief administrative head of the organization and shall work under the super vision and control of the National President. He shall be the custodian of all documents and records.
- b) Report upon the activities of the National Secretariat to the Executive, National governing Board and National Concourse.
- c) Assist the National Treasurer to present audited statements of accounts of the preceding year to the National concourse.
- d) Assist the National Treasurer to present and internally audited account of the current year to the National Executive every month.
- e) Assist the National Treasurer to present statement of accounts of the current year 45 days prior to the National concourse.
- f) Print and publish literatures on behalf of the Indian Senior Chamber.
- g) Ensure regular publication of journals.
- h) Collect and record the dues of the society and issue receipts.
- i) Furnish details of various events and programs of Indian Senior Chamber well in time.
- j) Furnish particulars of dues position
- k) Furnish the voting strength to all legions.

4 National Treasurer

He shall: Be in charge of the finance of Indian Senior Chamber and shall be responsible for the preparation of the annual budget to be submitted to the National Concourse and Budgetary control. He shall also be responsible for proper maintenance of the accounts of the Society.

5 General Legal Council

He shall assist the National President and the National Executive in all legal matters pertaining to the affairs of this society and he shall also provide the necessary guidance and information of the constitution of the National Executive, legions wherever a reference is made to him for the said purpose.

VII-2 MINIMUM STANDARDS OF PERFORMANCE

1. National President

No minimum standards shall be binding on the office of the National President. However, he shall conduct the affairs of Indian Senior Chamber to the best of his ability on the lines laid down in the constitution and in the highest interest of the Senior Chamber movement.

2. Other Offices of the National Executive

- a) Take effective action on the assignments within thirty days of assuming office.
- b) Report every forty five days to the superior officer.
- c) Take effective steps to implement decisions of the National Concourse and implement policies laid down in the constitution and report at every meeting of the National Executive and the National Concourse.
- d) To carry out directions given by the National Executive and the National Concourse from time to time in accordance with the procedure laid down in Policy Manual.

3. Failure to meet the minimum standards

In the event of failure to perform any of the above minimum standards of performance, the National Executive has been empowered to take action as laid down in the constitution. Further the National Executive may decide to withhold travelling and other allowances of an official who fails to comply with the standards. In all such matters the decision of the National Executive shall be final and binding.

4. A member of the National Executive who fails to attend the meeting of the National Executive or Concourse without proper explanation of the absence acceptable to the National Executive be deemed to have resigned from National Executive.

VII-3. POWERS, DUTIES, FUNCTIONS OF NATIONAL EXECUTIVE

- a) The National Executive shall execute and implement the policies as laid down herein, shall
- b) The National Executive shall meet at least four times a year, once immediately after the election at the Concourse, the second and third during the year of office and the fourth one just prior to the concourse.
- c) The National Executive shall supervise and review the performance of any co-opted members, special appointees and legions and the National Secretariat.

- d) The National Executive shall decide on all matters concerning the relation with any superior body like Senior Chamber International, sending delegates, attending or bidding for Area Concourses or World Concourse.
- e) The National Executive shall strictly adhere to the policies of Indian Senior Chamber as laid down herein and shall recommend justifiable amendments for acceptance of the National Concourse.
- f) The National Executive shall follow the forms, procedures, rules systems and other provisions contained in the Policy Manual.
- g) The National Executive shall follow the forms, procedures, rules, systems and other provisions contained in the Policy Manual.
- h) The National President in consultation with the National Executive may appoint active individual Seniors of any Legion and delegate such of the responsibilities that might become necessary for carrying out any specific jobs during the year.
- i) The National Executive is empowered to remove any appointee appointed by the National President under constitution for sufficient cause. However the concerned individual shall be given a chance to explain the position.
- j) The National Executive is empowered to frame and amend Policy Manual with the concurrence of the concourse.
- k) The National President shall nominate and appoint a National Chairperson of the Seniorette wing every year. The National Chairperson so appointed shall co-ordinate the activities of seniorette wings at legion level

ARTICLE VIII – GENERAL

VIII-1 Transfer of records

- a) It shall be the duty of the every officer to transfer specific records as laid down in the hand book from time to time to their successor or to the Secretary General at the time of laying down their office.
- b) It shall be responsibility of the immediate superior officer to see that every officer under him transfer the records as required.
- c) The officer failing to transfer the records as required will not be eligible for allow ances provided in the constitution.

VIII-2 Allowance of travel

- a) Every officer travelling on behalf of the ISC may be reimbursed return first class fare for every official visit.
- b) The National Executive may in special circumstances sanction such travelling allowances as may be necessary.
- c) Subject to availability of funds the executive officers are eligible to get reimbursement of air fare as approved by the National Executive.

d) An incentive of Rs.2000/- should be given to sponsoring a New legion within the state in which sponsoring legion is situated and Rs.4000/-. If the new Legion sponsored is Outside the state of the sponsoring legion and Rs.25000/- if the Legion is outside the country.

VIII-3 Travel limitation

a) No officer of ISC other than the National President shall travel after 15th January and draw travelling allowance unless specifically allowed by the National President.

VIII-4 Insurance

a) All properties, assets of ISC at the National Secretariat shall be covered by necessary insurance.

b) Every officer of the ISC shall be provided with insurance to cover accident in pursuance of Senior Chamber activities.

c) The amount and extent of the insurance shall be decided by the National Executive.

d) Any claim paid to ISC upon any insurance shall not be retained by the ISC but shall be disbursed towards the benefit of the officer or in a such a manner as the National Executive may determine.

VIII-5 Permanent records

The National Secretariat shall maintain permanent records of the activities of ISC at least of the minimum specified item of records required to be kept for any past year as shall be provided in the hand book. Only the records so required shall be maintained for any given year and other records other than finance books for any year at least three years prior to the current year shall be destroyed. All election record should be treated as permanent record.

VIII-6 Associate Member

a) The Secretary General in constitution with the National Executive shall promote membership in this category.

b) The National Secretariat shall provide continues service to those member in the form of publications and such other journals that reflects the activities of Indian Senior Chamber.

VIII-7 a) There shall be a Seniorette wing at legion level comprising of the spouses of the legion member

b) The Seniorette wing shall from among themselves elect the following committee every year.
Chairperson(one), Secretary(one), Committee Members(3)

IX. There shall be a legions manual incorporating model legion constitution, criteria and guidelines for extensions, awards, and other programmers, forms and formats prescribed and like. Legion have to follow this manual.

X. There shall be a protocol manual for the use of legions and ISC Officers. Seniors shall follow this manual diligently.

XI. There shall be a concourse manual. The concourse shall be conducted in accordance with the concourse manual as amended from time to time.

Published for Indian senior chamber by National secretariat in the year 2019-'20