



FEDERATION OF SENIOR CITIZENS' ASSOCIATIONS, PUNJAB (FEDSEN-PUNJAB)
CONSTITUTION, RULES, REGULATIONS AND BYE-LAWS
AS AMENDED IN GENERAL BODY MEETING HELD ON 10th JUNE, 2017. AT MOHALI

1. **NAME:** The name of the Association will be "Federation of Senior Citizens' Associations, Punjab" and "FEDSEN - PUNJAB" in short.
2. **DEFINITIONS:** Unless repugnant to the context, the following words or expressions shall have the same meanings as in the Act or as set forth herein.
 - **"The Act"** means the Societies' Registration Act, 1860.
 - **"Federation"** means 'Federation of Senior Citizens' Associations, Punjab, abbreviated as 'FEDSEN-Punjab'.
 - **"Association"** means a body/organization of senior citizens constituted for their welfare and includes similar terms such as society, council, conclave, forum, club, etc.
 - **"Cities/Towns"** are habitations which have Local Governing Bodies like Nagar Panchayats, Municipal Councils or Municipal Corporations. **"Villages"** are the habitations having Gram Panchayats as Governing Bodies.
3. **LOCATION OF REGISTERED OFFICE:** The registered office will be located at Mohali (SAS Nagar).
4. **COMPOSITION:** The Federation shall comprise of senior citizens represented by Associations located in different towns / cities/ villages of Punjab. This Body will be secular, non-religious and non-political in nature and will look after the welfare of old and aged persons in the State of Punjab.
5. **AIMS AND OBJECTS :**
 - a) To promote and uphold dignity of the Senior Citizens and to assist organizations working in Punjab for their welfare.
 - b) To forge fraternity and close contacts amongst federating units.
 - c) To take up issues of common interest concerning Senior Citizens at higher levels.
 - d) To help create a conducive atmosphere in the State for inculcating traditional values of respect for Senior Citizens.

- e) To guide federating units, if requested, in drafting and projecting issues for redressal by State Govt. The Federation will not interfere in the internal working of the federating units who will be free to frame their own working norms, projects, schemes and guidelines.
 - f) To project through print/electronic media as well as through communications to other opinion / policy makers, issues affecting physical, emotional, social, psychological and economic well being of Senior Citizens.
 - g) To spread the Senior Citizens' movement.
 - h) To organize conferences, workshops, seminars, lectures, public meetings, camps on matters of interest to Senior Citizens.
 - i) To promote, support or establish medical facilities for the Senior Citizens.
 - j) To promote, support or establish day care centers, multi-purpose centers, old age homes, hostels, and holiday homes for the Senior Citizens;
 - k) To co-operate with other organizations in Punjab and in other states and with international organizations with similar aims and objects.
 - l) To promote, support or conduct study, survey or research in age related socio-economic and health issues and publish the findings and disseminate the useful knowledge for the benefit of Senior Citizens.
 - m) To purchase, take on lease or acquire or dispose of a movable or immovable property in the interest of the Federation.
 - n) To carry out any other activities in furtherance of the aims and objectives listed above.
6. **MEMBERSHIP**
- a) **Categories of Members:** This being a Federation of Associations of Punjab, there will be no individual members other than the Founder members (i.e. Signatories to the Memorandum of Federation) with voting power. Membership of the Federation will, accordingly, be of the following types:
 - (i) **Institutional Members:** All Associations in Punjab which are admitted as members of the Federation. Minimum membership of a City Association should be 25 and of a Village Association should be 10. The Associations in Towns/ Cities must be registered and Village Associations may or may not be registered. However all Associations

must have their own constitution. Any Association formed through splitting of an existing Association shall not be admitted as federated member. There can be more than one Association in big cities/ towns. The earliest federated Association will work as the Prime Association of the town/city and its President will be designated as President cum Coordinator. The Prime Association at a district headquarter will also coordinate programmes/ welfare activities, advocacy of needs and rights of Senior Citizens at the district level and establishment of new Associations in towns/ cities and villages in the district.

If the Prime Association does not agree to take up the responsibility of coordination or fails to discharge the responsibility or it gets dissolved, the FEDSEN Governing Body will decide as to which other Association be designated as Prime Association for coordination at the town/city/ district level.

ii) **Individual Members:** signatories to the Memorandum of Federation.

iii) The Governing Body may, in addition, appoint for a period of two years:-

- **Patron(s)** : Eminent citizens (without voting powers) not exceeding 2 in number, who have consistently rendered significant services to the cause of Senior Citizens.

- **Honorary Members** (Without Voting Powers): Other eminent senior citizen's of Punjab for their distinguished contribution to the cause of senior citizens..

- **Advisors** : As required (without voting powers)

iv) Governing Body may nominate as under persons making liberal contribution to the Federation:-

A) Chief Donor :- Person donating Rs. 50000/-

B) Privileged Donor :- Person donating Rs. 25000/-.

C) Honourable Donor :- Person donating Rs. 10000/-.

If a Chief Donor donates Rs. 1,00,000/- in one or two installments, then he may sponsor specific project which may be named after the Donor or as suggested by him (can be even in memory of his loved one).

Other donations will be used for day to day activities of the Federation.

Federation will maintain separate HONOUR BOARDS of donors of these three categories. Their names will be displayed prominently in Annual General Body meetings and also in FEDSEN Newsletters.

Depending on their specialization and experience, donors can be invited to the meetings but will not have voting right.

v) **Associate Members:** Organizations in Punjab which have aims and objects similar to those of FEDSEN – PUNJAB like Associations of pensioners/retired Govt. employees and which want to work in close co-ordination with it for the achievement of common aims and objects but do not want to become its Institutional Members can be made Associate Members by the Governing Body. These organizations will not have to pay any Membership subscription and will not be entitled to any representation in General Body of the Federation and Governing Body but their office bearers can be invited to meetings of the General Body and Governing Body if and when necessary.

b) **Membership Subscription:**

i. Signatories to the Memorandum of Association (Founder Members of the Federation). Rs. 500/- each (one time),

ii. Institutional Members: Annual subscription for Associations with membership up to 200 in nagar panchayats and municipal councils class II and III is Rs. 500/- and in Municipal Councils Class I and Municipal Corporations Rs.1000/-. For all Associations in nagar panchayats, municipal councils and municipal corporations it is Rs. 1500/- for Associations with membership of more than 200 and up to 500 and Rs. 2000/- with membership more than 500. It is Rs. 100/- per year or one time lump sum amount of Rs. 500/- for village Associations. (Effective from 1st April, 2017).

c) **Termination of Membership:**

i) Termination of membership may take place, ordinarily, by resignation. Any member acting against the aims and objectives of the Federation or indulging in act(s) prejudicial or detrimental to the interests / causes of the Federation, as judged by 2/3rd majority of members of the Governing Body present in the meeting called for this purpose, may on the recommendations of the Disciplinary Action Committee (To be constituted by the Governing Body) be expelled after due notice.

ii) The constituent units failing to pay their annual subscription within eight weeks of its becoming due may be removed from the Federation after due notice.

7. GENERAL BODY OF THE FEDERATION

a) **Composition:** The General Body shall consist of:-

- i. Signatories to the Memorandum of Association;
- ii. Members of the Governing Body
- iii. Institutional members as under:-
 - A) One delegate for membership up to 100 who may be President or his nominee.
 - B) One additional member for each additional 100 members of the Unit.

Such delegates will be deputed by the President on the official letter head of the Constituent Association.

b) **Powers and Functions**

- i. To constitute the Governing Body as indicated in Article 8 below.
- ii. To review the activities and achievements of the Federation from time to time.
- iii. To pass duly audited statements of accounts of the Federation in the Annual meetings.
- iv. To discuss matters of common interest of the Federation and to facilitate implementation amongst the constituents in the State of Punjab.
- v. To undertake amendments to the Constitution.
- vi. To pass the Annual Budget of the Federation.
- vii. To hold movable and immovable assets, in the name of the Federation.
- viii. To raise funds for augmenting resources of the Federation and to apply, excess of receipts over payments, if any, or other income in promoting its objectives.
- ix. To take decisions on miscellaneous issues, involving common interests of the Federation and to get them implemented for the benefit of the constituting units.
- x. The voting rights will be exercised only by the persons listed as Signatories to the Memorandum of Association and the Institutional Members as explained in Para 7(a)(iii) above. Members of the Governing Body, if any, from the federating Association will be included within the quota of delegates of that association.
- xi. To purchase, take on lease or acquire or dispose of a movable or immovable property in the interest of the Federation.
- xii. Any other function considered beneficial to the members / Federation.

c) **Meetings**

- i. Meeting of the General Body shall be held at least once a year.
- ii. Extraordinary meeting(s) shall be called on requisition from 1/3 of the federated units including at least five constituent units with more than 200 memberships or by the President of the Federation, if required.
- iii. The agenda of meetings shall be circulated 14 days in advance. However, in case of extraordinary meetings, this period may be reduced to 7 days.
- iv. Any member, who wishes to raise any issue outside the agenda, shall have to give a notice thereof to reach the Secretary General at least 3 clear days before the meeting takes place but time permitting may also do so with permission of the Chair during the course of the meeting.
- v. Fifteen percent of the total strength of members represented by at least 8 constituting Associations shall constitute the quorum for the meeting. If even after waiting for half an hour the quorum is incomplete, the meeting will be adjourned and reconvened after one hour. In the reconvened meeting the required quorum will be 10% of the total strength from 6 constituent units. If in reconvened meeting presence is less than 10% of the total strength, meeting will be reconvened after ten days. This reconvened meeting will require no quorum.
- vi. The President will preside over all meetings of the General Body. In his absence, the senior-most Senior Vice President present will preside over the meeting. In the absence of the President and all Senior Vice Presidents, the senior-most Vice President present will preside over the meeting. In the absence of the President, Senior Vice Presidents and Vice Presidents, the General Body may elect a member to preside over the meeting.'
- vii. The resolutions shall be passed by consensus or majority vote. In case of a tie, the person presiding shall exercise the casting vote.

8) **GOVERNING BODY**

a) **Composition:** the Governing Body shall consist of:

- i. President.
- ii. Immediate Past President
- iii. Four Senior Vice Presidents as under:- Three Senior Vice

Presidents in charge of Regions as under:-

Region I :- Comprising of Zones 1 and 2.

Region II :- Comprising of Zones 3 and 4.

Region III:- Comprising of Zones 5 and 6.

One Senior Vice President at the headquarter of the President to assist him in day to day work.

- iv. Six Vice Presidents – One from each of the following six zones:-
 - Zone 1: Pathankot, Gurdaspur, Amritsar and Tarn Taran districts.
 - Zone 2: Hoshiarpur, Nawanshehar, Jalandhar and Kapurthala districts.
 - Zone 3: Ropar, Mohali and Ludhiana districts.
 - Zone 4: Patiala, Fatehgarh Sahib, Sangrur and Barnala districts.
 - Zone 5: Mansa, Bathinda and Sri Muktsar Sahib districts.
 - Zone 6: Moga, Faridkot, Ferozepur and Fazilka districts.
 - v. Secretary General.
 - vi. Secretary Finance.
 - vii. Presidents of Associations having members more than 200.
 - viii. **Ten percent (Minimum 2) of the Presidents from City/Town Associations with membership up to 200 and ten percent (minimum 2) of the Presidents from village Associations** through draw of lots. (The lots will be drawn in the presence of President FEDSEN and at least 5 Unit Presidents. All Unit Presidents will be intimated 7 days in advance through telephone as well as SMS of place, date and time for draw of lots and invited to be present.)
 - ix. Chairman, if appointed.
 - x. Executive President if appointed.
 - xi. Advisors, if appointed. (without voting power)
- b) **Appointment of Office Bearers**
- i. **President:** The president will be appointed by consensus for a term of two years (Maximum 2 terms). Next President shall not be from the federated unit to which the outgoing President belongs.
During the year when new President is to be appointed, Governing Body will meet in April to develop consensus. If 75% or more of the present Governing Body Members agree on one name it will be considered as consensus

decision which will be put to General Body for approval. Quorum for this meeting will be 50% of the total strength. If quorum is not met, meeting will be reconvened after 7 days and quorum for this meeting will be 30% of the total strength. In case the quorum is less than 30% or Governing Body fails to develop any consensus, election will be held within the month of May so that the elected President takes over on 15th of June.

In case appointment of the President has to be done through election, it must be done before completion of his tenure of two years. The election will be conducted by a Presiding Officer who is a member of a federated association but not a candidate himself, and nominated by the Governing Body at least three weeks before the election. The Presiding Officer may co-opt other Members to assist him in the electoral process including receipt and scrutiny of nomination papers, printing of ballot papers, supervision of polling, counting of votes and declaration of results etc.

All the federated Associations will be informed through letters sent through Courier/Post at least two weeks before the election regarding election schedule and other arrangements relevant thereto and will also be informed through sms on mobiles of the Presidents.

The Presiding Officer will be provided with a complete list of eligible voters. Eligible voters will be certified through letters from respective Presidents of the Associations as required under rules. Each voter shall have one non-transferable vote. Postal voting is not allowed.

The Candidate for the post of President should be proposed by at least 10 eligible voters from 10 different federated units and seconded by at least 10 eligible voters. Election will be by secret ballot. The presiding officer shall declare the result on the spot. Each candidate will deposit Rs 1000/- as security which will be forfeited if he gets less than 10% of the polled votes.

- ii. **Senior Vice Presidents:** Members of the Governing Body will decide as to who will be the four Senior Vice Presidents. Seniority of the Senior Vice Presidents will be determined by length of time of having served as Senior Vice President and Vice President.
- iii. **Vice Presidents:** Members of the Governing Body will decide as to who will be the six Vice Presidents. The

seniority of the Vice Presidents will be determined by length of time of having served as Vice President and in case of those appointed at the same time by their respective ages.

- iv. The President of the Federation will nominate Secretary General and Secretary Finance and required additional office bearers for efficient working of Federation. Additional office bearers will be invited to the Governing Body meetings but will not have voting rights.

c) **Tenure of the Governing Body**

- i. The tenure of the Governing Body will be two years. Names of 'Association' members of the new Governing Body under Clauses (vii) and (viii) of Sub para (a) will be determined by the General Body in the same meeting in which the President for the next term is elected and Senior Vice Presidents and Vice Presidents for the next term will be nominated by new Governing Body in its meeting immediately following that of General Body."
- ii. If during the two year tenure the position of President falls vacant due to resignation or any other reason, the Governing Body will appoint the President by consensus or majority vote for the remaining period of the term.
- iii. The President of the Federation for the remaining tenure may decide to replace the Secretary General, Secretary Finance and the Advisor(s).
- iv. Presidents of the constituent units shall remain members of the Governing Body by their designations only.

- d) **Chairman:** The Governing Body may appoint a Chairman who is an eminent senior citizen having distinguished record in welfare services to the Senior Citizens. The Chairman will be a member of the Governing Body.

- e) **Executive President:** The Federation President may appoint an Executive President to assist him in discharging day-to-day responsibilities of the President.

- f) **Advisor:** The Federation President may appoint advisor(s) to assist him and the Governing Body for facilitating functioning of the Federation.

g) **Meetings:**

- i. The Governing Body shall hold meetings at least once every three months for which an Agenda will be circulated by the Secretary General 14 days in advance.
- ii. An extraordinary meeting will be called by President or on a requisition by ten members of the Governing Body.

Agenda for such a meeting will be circulated at least a week in advance. Any issue, outside the agenda, may be discussed in the meeting, with the permission of the chair.

- iii. The quorum for the meeting shall be one third of members drawn from minimum 6 constituent units. In the absence of quorum even after waiting for half an hour, the meeting will be adjourned and may be reconvened after 30 minutes notice. Such a reconvened meeting will require only 20 % members from at least 3 units as quorum otherwise the meeting will be reconvened after 10 days. Where the President of a constituent Association is unable to attend a meeting of the Governing Body, he may depute some other member of his Association to do so.
- iv. The President and in his absence, the senior-most Senior Vice President present will preside over the meeting. In the absence of the President and all Senior Vice Presidents, the senior-most Vice President present will preside over the meeting. In the absence of the President, Senior Vice Presidents and Vice Presidents, the members present will elect a member from amongst themselves to preside over the meeting.
- v. Each member shall have one vote, except the President, who shall have an additional casting vote in case of a tie.
- vi. The resolutions shall be passed by consensus or by majority vote.
- vii. The Federation may have its affiliation with likeminded Bodies having similar aims and objects. The Governing Body shall decide about all such matters in the larger interest of the Federation.

- 9. **Committees:** The Governing Body may appoint various committees such as:

- a) Committees to pursue a particular project or programme or campaign.
- b) Membership committee to consider and recommend applications from desiring Associations formed and registered in the State of Punjab.
- c) Any other committee as the Governing Body may deem necessary.

The number of members in each such committee and its Convener shall be decided upon by the Governing Body. The ambit and sphere of work to be carried out by these committees shall be determined by the Governing Body,

10. POWERS AND DUTIES OF OFFICE BEARERS

a) **President**

- i. To preside over the meetings of the Governing Body and General Body and to maintain discipline and decorum in the meetings and to guide the Federation.
- ii. To approve the date and agenda of the Governing Body and General Body meetings.
- iii. To incur expenditure up to Rs 20,000/- at any one time for which approval shall be obtained at the subsequent meeting of the Governing Body.
- iv. To appoint Secretary General and Secretary Finance of the Federation and also some essentially required additional Office Bearers who can attend meetings but will not have voting right.
- v) To appoint Advisor(s) as considered necessary.

b) **Executive President**

The Federation President may appoint an Executive President to assist him in carrying out day to day responsibilities of the Federation.

c) i. **Senior Vice Presidents**

Senior Vice Presidents in charge of regions will coordinate with organizations in their regions having aims and objects similar to those of FEDSEN for achievement of common aims and objects and will work in close coordination with Vice Presidents in their regions for promotion of senior citizen movement including motivating and facilitating establishment of new associations.

Senior Vice President at the headquarter of the President will assist the President in day to day work. He will perform the functions and duties of the President during the temporary absence of the President.

ii. **Vice Presidents**

Vice Presidents will be in charge of their zones and will help and promote coordination between the districts, will motivate and facilitate establishment of new associations and encourage welfare programmes.

d) **Secretary General**

- i. To issue notices, containing agenda for the meetings of the Governing body and General Body, in consultation with the President.
- ii. To record minutes of the meetings in the proceedings book and to keep in safe custody.

- iii. To take appropriate steps for implementation of the decisions taken in the meetings of the Governing Body and General Body, as the case may be.
- iv. To read the minutes of the previous meetings for approval of the Governing / General Body and to present report on the action(s) taken on the decisions.
- v. To correspond with any authority, organization or individual on behalf of the Federation, if and when necessary.
- vi. To keep record of all the correspondence.
- vii. To incur expenditure up to Rs. 5,000/- at any one time for which approval shall be obtained at the next meeting of the Governing Body.
- viii. To receive notices on behalf of the Federation and to institute legal formalities in the name of the Federation. .
- ix. To arrange for replacement during his absence so that all his functions are diligently carried out.
- x. To perform any other duty, that the Governing Body may entrust to him.

e) **Secretary Finance**

- i. To maintain accounts of the Federation.
- ii. To receive amounts from members and others against proper receipts and to make payments of all bills duly sanctioned by the sanctioning authority against proper receipts.
- iii. To deposit all funds of the Federation in a Scheduled Bank, as approved by the Governing Body, and to keep the pass books and cheque books in safe custody.
- iv. To arrange for carrying out his duties and functions during his absence.
- v. To present the audited annual accounts / budget of the Federation to the Governing Body for approval and presenting the same to the General Body.
- vii. To advise the Federation on all financial matters, particularly relating to the financial health of the Federation, from time to time.

11. FUNDS OF THE FEDERATION

a) Funds of the Federation shall consist of:

- i. Membership subscription fees.
- ii. Donations by the members or public, or grants by the local bodies / institutions and the Government etc.
- iii. Funds raised through advertisements in publications like souvenirs, directories, news letters etc or through special

fund raising campaigns launched by the Federation from time to time.

- b) Only 85% of the interest accrued on **Corpus Fund** Fixed Deposits (**Remaining 15% of the interest will be deposited back in Corpus Fund to minimize effect of inflation**) for day to day work of Federation.
- c) FEDSEN-NEWS Life Membership Fund will be kept as **Separate Fixed Deposit** and only interest will be used for publications.
- d) **The President /Governing Body shall not meet the deficit in budget from Corpus Funds.** FEDSEN President will limit expenditure within the Budget provisions. However, if under special circumstances some expenditure is to be incurred over and above the Budget provision, the President must get advance approval of the Governing Body. The additional expenditure incurred with approval of the Governing Body will be collected from the Units proportionate to their membership or from donations as the Governing Body may decide. However, if there is some saving at the end of 2nd financial year of the tenure, the saving will be deposited in the Corpus Fund.
- e) All the funds of the Federation shall be deposited with a Scheduled Bank in the name of the Federation. These Bank Accounts will be jointly operated by two of the three office bearers, as authorized by the Governing Body from time to time. The accounts will be audited by the Audit Committee every six months and by a Chartered Accountant at the end of the financial year (01 April to 31 March).]

12. STATUTORY CONDITIONS

- a) **Application of Income and Property:** The income and property of the Federation shall be applied solely towards the promotion of the objects of the Federation as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Federation.
- b) **Governing Body:** Management and control of the Federation shall vest in a Governing Body constituted in accordance with the Constitution of the Federation. No member of the Governing Body of the Federation shall be appointed to any salaried offices of the Federation or any office of the Association paid by fees. No remuneration

shall be given by the Federation to any member of such Governing Body except repayment of out of pocket expenses and interest on money lent or rental for premises demised to the Association.

13. LEGAL SUITS BY AND AGAINST THE FEDERATION

The Federation may sue or be sued in the name of the President or the Secretary General and their successors by their designations and not by their personal names in any court of law. The enforcement of any judgment against the Federation shall be enforced against the property of the Federation.

14. AMENDMENTS TO THE CONSTITUTION

Any amendment to the constitution, as recommended by Governing Body will be made by the General Body of the Federation as per procedure given in Societies' registration Act, 1860.

15. DISSOLUTION OF THE SOCIETY (FEDERATION)

The procedure to be followed for dissolution will be as provided in the Societies Registration Act, 1860 and the rules framed there under. The unit (Federation) going in for dissolution will ensure strict compliance with the requisite formalities/ procedures in this regard.

If on the winding up or dissolution of the Federation there remains, after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be distributed among members of the Federation, but shall be given or transferred to some other institution having objects similar to the objects of the Federation to be determined by the members of the Federation at or before the time of dissolution.

16. COURT JURISDICTION

In case of any dispute between the Federation and its federating members or amongst the federating members on any matter relating to the Federation, the jurisdiction of the Court at Mohali shall apply.

Sd/-
President

Sd/-
Secretary General

Sd/-
Secretary Finance

FEDERATION OF SENIOR CITIZENS' ASSOCIATIONS PUNJAB (REGD.)

CONSTITUTION, RULES, REGULATIONS AND BYE-LAWS

AS AMENDED IN GENERAL BODY MEETING HELD ON 10th JUNE, 2017. AT MOHALI



FEDSEN-PUNJAB

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www.fedsenpunjab.org