

# **NATIONAL Ex-SERVICEMEN CO-ORDINATION COMMITTEE**

**KERALA STATE**

(Subject to the Provisions of the Societies Registration Act of 1860)  
Reg.No: 535/1999



## **Rules and Regulations (BYE-LAW)**

**As amended on 25.11.2016**



GOVERNMENT OF KERALA  
CERTIFICATE OF REGISTRATION OF SOCIETIES

ACT XXI OF 1860


S. NO. 535 / 1999

I hereby certify that: National Ex-Servicemen  
Co-ordination Committee

has this day been Registered  
under the Societies Registration Act XXI of 1860.

Given under my hand at KOZHIKODE this the 30<sup>th</sup> day of  
June One thousand Nine hundred and Ninety Nine.



  
District Registrar (G. L.) Kozhikode District.

# **National Ex-servicemen Co-ordination Committee Bye Laws** (as amended on 20/11/2016)

**Article-1 : Name**

National Ex-servicemen Co-ordination  
Committee (NExCC), Kerala

**Article-2 : Registered Office**

41/4912, Pavizham Arcade, MM Ali Road  
Kozhikode-673002, Kerala

**Article-3 : Area of Operation**

Kerala State

**Article-4 : Flag**

Tricolour(Army, Navy, Airforce) with  
monogram in the centre depicting three  
wings of services implicating the message  
of Valour, Sacrifice and Prosperity.  
***Length to Height (Width) ratio shall be 3:2.***

**Article-5: Aims and Objectives**

***a) To secure proper, and honourable  
resettlement of ex-servicemen, ex-service  
women, widows, widowers and their  
dependents.***

***a) To be a non political welfare organisation  
for the benefits of Ex-servicemen and  
their dependents.***

***b) To be an apex body to unite association  
of Ex-servicemen/ **women** employed and unemployed***

***c) To be the body to evaluate schemes to cater  
employment opportunity to ex-servicemen/**women**  
and to augment Hon'ble rehabilitation of  
ex-servicemen/**women*****

d) To be the official spokesman to solve problems and grievances of Ex-servicemen/**women** and dependents on individual or collective level with government machineries or public at large

e) To be the representative of Ex-servicemen/ **women** and dependents in legal matters pertaining to the disputes and grievances with government or public at large

f) To be a body to improve and ameliorate the Social, Cultural, Educational, and Economic conditions and upliftment of the members by Chalking out different projects.

g) To be the representative in the government announced committees for the welfare/ resettlement/ and Rehabilitation of Ex-servicemen/**women**

h) To be the body to perpetuate the memory of those who laid down their lives in the service for the cause of the country.

i) To be an institution of charity to ameliorate the people and destitutes.

j) To be a voluntary organisation to participate in all development programmes organised by local bodies and government and to help in the development of the Nation.

k) To be an organiser to assist the people in natural calamities and to strive peace and prosperity to the public at large.



#### **Article-6: Definition**

In the rules and regulations unless the context otherwise requires:-

- a) The association means " National Ex-servicemen Co-ordination Committee"
- b) Act means " The Societies registration Act, 1860"
- c) Family Forum means " Family Wing of NExCC"

#### **Article-7: Applicability**

The rules shall apply to all members of NExCC. It includes NExCC Family Forum.

#### **Article-8: Members**

- a) Ex-servicemen, Widower of Ex-service Women, pensionable male dependents
- b) Wives of Ex-servicemen, Widows of Ex-servicemen, pensionable female dependents

Wives/ parents of serving soldiers can be given honorary membership.

#### **Article-9: Organisation**

***Association consist of State Delegates Council, State Committee, State Executive Committee, District Delegates Council, District Committee, District Executive Committee, and Taluk Committee, Local Units/affiliates all with their respective Executive Committees. To co-ordinate Districts, State has 3 Regions ( North, Central, South) having president and secretary in each Region.***

#### **Article-9A:**

***Office Bearers of Districts and State will continue to hold the post even after election, till the State Convention is over.***

a) State Council/ Delegates

State *Delegates'* Council is the supreme body of the Association. It shall consist of **State Committee**, State Executive Committee, Office Bearers of District and Taluk and number of delegates from Units/ Affiliates as nominated as per the proportions of strength prescribed from time to time, **by State Committee. State Delegates' Council** will elect the State office bearers, **and two Internal Auditors. Immediate past President and General secretary also are part of the Council.**

The Annual General Body Meeting of the State Council will be in the month of May every year with 15 days notice. Annual Report and Audited accounts of State Executive Committee will be passed in the Annual General body meeting. In the Meeting Council will evaluate plan and Budget for the development and welfare of members. It takes policy decisions and pass resolutions. It amends Bye laws when it warrants.

The date of annual general body meeting can be extended by State Executive Committee if it warrants.

9B)

***All Central Committee members of the State will be the ex-officio members of the State Executive Committee.***

***Office Bearers of State will be the ex-officio members in the Executive Committee of the District to which he/she belongs to.***

***Similarly Office Bearers of District will be the the ex-officio members of the Unit to which he belongs to.***

#### **b) State Committee**

It consists of State Office Bearers elected, Immediate past State President and General Secretary, Liaison Secretary, District Presidents and Secretaries, President and Secretary of Affiliates on State Level, Office Bearers in Central Committee from State. Day today affairs of the Association is looked after by the State Executive Committee. District/ Taluk and Units/ Affiliates will follow and implement decisions taken in the Executive Committee. It can constitute any special Committee or nominate any member for a particular purpose as and when requires. It elects two Auditors. State Executive Committee hold meeting, regularly with 7 days notice. The term of Executive Committee is Three years.

#### **9.b.1 State Executive Committee**

*It consists of President, Senior Vice President, Vice Presidents, General Secretary, Deputy General Secretary, Assistant General Secretaries One Joint Secretary, and Treasurer. It shall conduct the routine affairs of the committee. All major Executive Committee decisions need to be ratified in the next State Committee meeting.*

#### **c) State Office Bearers:**

1. President	1
2. Senior Vice President	1
3. Vice Presidents	3
4. General Secretary	1
5. Dy. General Secretary	1
6. Assistant General secretary	3
7. Joint Secretary	3
8. Treasurer	1



once in a year

with 7 days notice.

Audited Accounts

It can extend the

9. Assistant Treasurer	1
10. Regional President	3
11. Regional Secretary	3
<b>12. Press Secretary</b>	3
13. Organisation Secretary	14
14. Family Forum State President	1
15. Family Forum State Secretary	1
16. Family Forum State Co-ordinator	1
17. Immediate Past President	1
18. & Immediate Past Secretary	1
of State	
19. Liaison Secretary	1

#### Eligibility

All State Office Bearers to have minimum  
3 Years standing as Office Bearers on  
District Level.

#### d) District Delegates' Council

It consists of **District Committee**, District Executive  
Committee, **all Office Bearers of Unit  
Executive Committee**, minimum 5 delegates  
from each local units/ affiliates nominated. It elects  
District Office Bearers and Two Auditors. It shall  
have Annual Generalbody Meeting **once in a year  
preferably** in the month of April with 7 days notice.  
It shall pass Annual Report and Audited Accounts  
passed by District Committee. It can extend the  
date of Annual Generalbody Meeting if it warrants,  
with information to higher formation.

#### e) District Committee

it consists of District Office Bearers and  
all Presidents and Secretaries of Taluks, Units/  
Affiliates. It shall look after the day to  
day affairs of the District. It controls Units.  
It shall have the following office bearers  
with Executive Members. The term of  
District Executive Committee is 3 years.



It will keep nominal roll of members unit wise. It shall have regular meeting  
*Quarterly*

**9 e.1.) District Executive Committee**

*It consists of President, Vice President, Secretary, Joint Secretaries, Organising Secretaries, Treasurer, Immediate past President and Secretary. It shall look after the day to day affairs. Ratification of District Committee is required on all important decisions. It shall have regular meeting once in a month.*

**Office Bearers:**

1.President	1
2.Vice President	3
3.Secretary	1
4.Joint Secretary	3
5.Organising Secretary	4
6.Immediate Past President	1
7.Immediate Past Secretary	1
7.Family Forum DistrictPresident	1
8.Family Forum District Secretery	1
9.Family Forum District Co-ordinator	1
10.Treasurer	1
11.Assistant Treasurer	1

*All Central/ State Office Bearers from that District plus immediate past President and Secretary of the District will be ex-officio members of the District Executive Committee.*

**Eligibility**

All District Office Bearers must have minimum 3 years standing as Office Bearers on Unit Level.

**f) Taluk Committee:**

For easy administration and Co-ordination of Units, a Committee on Taluk level may

be formed. If it requires, with following Office Bearers.

- |   |   |
|---|---|
| 1. President  | 1 |
| 2. Secretary  | 1 |
| 3. Treasurer  | 1 |
| 4. President/ Secretary from each Unit in the Taluk |   |

**g) local Units/ Affiliates**

Units are the Backbone of this Association.

It works on grass root level. A Unit shall be formed with at least 7 members. It can be on Area Wise or Panchayath Wise.

Units formed in different means and working on the same line of NExCC and affiliated to NExCC are recognised as affiliates.

All Units/ Affiliates are to be registered with State and obtain an organisation Certificate. Annual Generalbody Meeting will be held in the month of April every year. It shall elect Executive Committee having tenure of 3 years as governing body with following Office Bearers.

- |                      |   |
|----------------------|---|
| 1. President         | 1 |
| 2. Vice President    | 2 |
| 3. Secretary         | 1 |
| 4. Joint Secretary   | 2 |
| 5. Treasurer         | 1 |
| 6. Executive Members | 6 |

Immediate past President and Secretary will also be Executive members. Executive Committee shall hold Regular meetings once in a month. It shall elect 2 Auditors.

***All Units must get registered with the State and The Registration Certificate issued shall prominently be displayed at the Unit Premises wherever possible. Unit Registration is valid for 3 Years after which it shall be renewed.***



*All members shall have Identity Cards issued by NExCC and wear it in all the meetings he or she attends.*

#### **h) NExCC Family Forum Unit**

It is formed with minimum Seven Family Members. Members should have direct membership. They work with the guidance of NExCC Unit Governing body. Financial Support will be given by NExCC Unit. Family Forum Unit will have a governing body with following Office Bearers:

1.President	1
2.Secretary	1
3.Co-ordinator	1
4.Executive Members	5
5.NExCC Unit President, Secretary and Treasurer are Ex-officio members.	3

The tenure of the governing body is 3 years. Family Forum Unit is to be registered with State and other procedures are followed as NExCC Unit.

#### **Article-10: Membership**

Membership can be given by Units. Application in prescribed form shall be obtained from the members. Nominal Roll of members to be entered in the Membership Register. Copy is to be given to District. Unit is to ensure that Identity Cards are issued to members by State. An admission fee of Rs.20/-(twenty) is stipulated. Monthly subscription of Rs.15/- is compulsory. For family members admission fee is Rs.10/- and monthly subscription is Rs.5/-

#### **Article-11: Distribution of Subscription/ any Special Collections**

Subscription received by Units from Members are to be divided among Unit, District and State as 50 percent, 25 percent and 25 percent respectively. District has to share 5% to Region and Unit has to share 5% to Taluk wherever applicable.

#### **Article-12: Collection and Operation of Funds**

Funds can be created by grants, donations membership fee and subscriptions. Fund collection from public can be done by State only. Districts and Units can do only with consent of State. All funds received by State, Districts and Units shall be deposited in Bank Account which will be operated by respective President/ Secretary and Treasurer jointly. However each Treasurer can hold cash as given below:

State	Upto Rs.10000/-
District	Upto Rs.5000/-
Unit	Upto Rs.3000/-

When there is any dispute regarding funds in District, or Unit, State will interfere and if it requires take over the same. As an interim measure, State can take necessary action to freeze the Bank account.

In case any dispute regarding funds in the State, State President shall takeover the same and intimate the Central Committee. In the event of any dispute of units and Districts, State Executive Committee will take over the same and take necessary action according to the decision in the meeting.

#### **12. a) Internal Audit**

***Internal Audit is compulsory from State to Unit level. Audit by Chartered Accountant to be done there after, if necessary which will be decided by the State Committee***



### **Article-13: Assets of Organisation**

Assets can be acquired in the name of State, District, and Units. Buildings can be constructed in the land owned for office or buildings can be on rental basis. However the overall control of assets are by State. All details including the copy of title deeds are to be kept in the custody of General Secretary and General secretary shall maintain a register showing assets in the name of Units/Districts and State. If there is any dispute regarding the assets acquired in Units or Districts, State shall take over the same and take necessary action as per the decision of the Executive Committee. If any dispute regarding the property of State, State President shall take over the same and intimate to Central Committee.

### **13 A) Responsibility of Accounts & Assets**

***Financial Accounts and Assets of Units and Districts are the entire responsibility of the concerned units and Districts. State has no binding. But the list of Assets and copy of Title deeds of immovable properties should be provided to the State Committee.***

### **Article-14: Quorum**

One third of the strength

### **Article-15: Disqualification**

Three times absences in consecutive meeting without sufficient reason, shall disqualify to continue in the respective Committee. One Office Bearer cannot hold more than two posts in Association.

### **Article-16: Disciplinary Proceedings**

State Committee can appoint a Disciplinary Committee consisting of a Chairman and two members. Disciplinary

Proceedings against any Member can be enquired into by the Disciplinary Committee and on the report of the Disciplinary Committee if it is found that the activities of any member is detrimental to the interest of the Association or is not conducive to the smooth functioning of the Association, the State Executive after due notice to the member and giving an opportunity of being heard may remove him/ her from organisation. The decision of the State Committee shall be final.

#### **Article-17: Duties of Office Bearers**

##### **1. State President**

Being the head of Organisation, he has overall supervision and control over the members and Office Bearers. He can apply his discretionary power when it warrants. He presides over meetings and have casting vote if it requires. ***He has to lead all delegations to authorities.***

##### **2. Senior Vice President**

Assist the State President in all his affairs. ***Will preside over all the State Level Meetings in the absence of President. All other assigned duties also to be performed.***

##### **3. Vice President**

They are entrusted to assist President pertaining to 3 sectors each divided ***and assigned*** areawise.

##### **4. General Secretary**

(a) He carries out overall administration work. All correspondences are attended



by him. However in very important matters he has to obtain signature of State President. ***All policy matters are to be approved by State Committee***

(b) He shall maintain all records and keep in custody.

(c) Present the report on the working of the Association.

(d) Represent the Association in the Administrative and other legal matters.

(e) He has to convene meetings.

(f) He has to carry out other general work pertaining to the functioning of the Association.

#### **5. Assistant General Secretary**

They are entrusted to assist General Secretary in three respective sectors, each divided areawise.

#### **6. Treasurer**

(a) He shall maintain proper books of accounts and get audited.

(b) He draws budget in consultation with General Secretary.

***(c) Will act as Custodian of Cash Balance, Bank Balance, Receipts Books, Cheque and Pass Books. Will have total control of any Special Collections of the Organisation.***

#### **7. Assistant Treasurer**

He assists Treasurer in all his work. ***Also will perform all duties assigned to him.***

### **8. Other Office Bearers**

It is self explanatory by the name of the post itself. Duties of Office Bearers will follow *mutatis mutandis* in District/ Taluk/Unit level respectively. However all correspondences addressed to authorities on State level and outside the State, will be taken up by the General Secretary or State President only. Letter Head prescribed by the State will be followed.

### **Article-18: Election**

Election of Office Bearers in all levels are held in adopting democratic principles either by casting vote or presentation of panels. Respective President can have casting vote if it warrants. Election will be conducted by a Returning Officer from higher formation. Members who have paid subscription up to date are only eligible to participate in election.

### **Article-19: Amendment of Bye Law**

Bye Law can be amended by 3/5 majority of the members present in State Council subject to the provisions of Income Tax Act.

### **Article-20: Dissolution**

The dissolution of this Association can be done by the decision of 3/5 majority of the total membership.

### **Article-21: Transfer of Assets in case of Dissolution**

In the event of dissolution, the assets after discharge of all liabilities shall be transferred to any organisation of the similar kind or State Government and the members are not entitled for any share of the assets.



## **DECLARATION**

" We hereby declare that what is stated above are the true copies of bye laws of National Ex-servicemen Co-ordination Committee which had been accepted in the meeting held on 11-05-1999 and amended from time to time in its State council meetings held ever since, and this includes the latest amendment carried out on 20-11-2016 by the State Council held at Ernakulam".



**MB Gopinath**

President



**Vijayan Parali**

Secretary