

**MEMORANDUM  
AND  
ARTICLES OF ASSOCIATION**  
{Amended up to 30<sup>th</sup> March.2013}

**AIRPORTS AUTHORITY OF INDIA  
RETIRED OFFICERS FORUM  
(AAIROF)**

**AIRPORTS AUTHORITY OF INDIA OFFICERS INSTITUTE  
SAFDARJUNG, AIRPORT. NEW DELHI 110003**

### **Name of the association:**

1. The name of the Forum shall be "**Airports Authority of India Retired Officers Forum (AAIROF)**". The Forum is registered with Registrar of Societies at New Delhi under Societies Act 1860. The Regn No. is .....of 2011 dated..... and the rules are as under:-

### **Registered Office**

2. The registered office of the Forum will be in Delhi and at present located at AAIOI, Safdarjung Airport. New Delhi 110003.

### **Mission, Aims and Objectives of the Forum**

#### **Mission**

To Promote, propagate, strengthen the feeling of brotherhood, and work together for socio- economic, professional, general welfare and benefits of the Members of the FORUM and their dependents/associates.

3. The **Airports Authority of India Retired Officers** Forum (hereinafter referred to as the **Forum**) shall be a secular and non-political body which shall not be directly or indirectly with any political organization or institution

- a. To promote a feeling of oneness and fraternity among the officers to provide a common meeting place for social gatherings and intellectual exchange of ideas and work for socio-economic and general welfare of members the forum.
- b. To preserve the memory of and to honour those who have died while in service or after retirement.

- c. To establish as social service/charitable organization catering to the needs of the beneficiaries- and the society at large, to render services in the areas of education, health ,environment and aviation etc etc
- d. To be the ambassador of the AAI and to facilitate beneficiaries to contribute towards the growth of AAI in particular and to other organizations in civil aviation sector by ploughing back the rich experience gained by them during their service in the sector
- e. To promote, project and protect the interest of the Retired Beneficiaries and render meaningful assistance in redressing their grievances of AAI and work for redressal of their grievances
- f. To associate organize at national/ international level symposium seminars, lectures, meetings, and conferences, get to- gathers, face-to-face talks, excursion trips etc. for the benefit of the beneficiaries - on the subject of the aviation and logistic sector etc. To establish, promote and manage alone or in cooperation with others recreational centers, playgrounds, community centers, clubs, old age home, sanatorium homes other institutions or facilities for differently challenged beneficiaries or their dependents.
- g. To organize any entertainment & cultural programs, raffle or sports and other competitions etc. for benefit of its beneficiaries - and associates.
- h. To do all such other things as are incidental with or conducive to the above Objectives.

3.1 Without prejudice to the generality of the above and for effectively carrying out the above objects the Forum may

- a) Purchase, lease, grant, gift, legacy, exchange or otherwise, acquire and hold manage and use any land building or estate or any property, movable or immovable.
- b) Sell, mortgage lease, exchange, gift,, demise, rent out or otherwise dispose off all or any part of properties of the Forum.
- c) Employ managers, secretaries, clerks, accountants, teachers, workers or any other categories of employees whosoever , as required from time to time and pay them fees, salaries, wages, gratuities, provident funds and ES Insurance or any other statutory payments - etc.

- d) Receive gifts, grants or donations whether in cash/Cheque or kind be it in the form of movable or immovable properties.
- e) To affiliate and/or amalgamate with the support of any other Society(ies), Association(s) or Trust(s) having few and / or similar aims and objectives
- f) To raise funds by way of subscriptions, life time membership fee donations collections, fetes, consultancy fees, professional advise fees etc for any objects consistent with the objective of the Forum .
- g) To print and publish or cause to printed and published books ,periodicals, newsletter, in house magazines and carry out audio visuals productions as may be considered necessary for promotion of the objectives of the Forum
- h) To associate and cooperate with other societies, institutions and organizations national or international in the pursuit of all or any of the subjects mentioned in the aims and objectives
- i) To accept the request, donations towards corpus, gifts, donations, grant in aids and subscriptions, to accumulate and provide funds or endowments and/or to invest summand apply the income arising their from /for any of the objects of the society.

### **Utilization of Funds**

4. All the income and earnings, movable/immovable properties of the society shall be solely utilized primarily for welfare purpose and applied towards the promotion of its aims and objects only as set forth in the memorandum of the association -and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past beneficiaries - of the society or to any person claiming through any one or more of the present or the past beneficiaries - No member of the society shall have any personal claim on any movable /immovable properties of the society, or make any profits directly or indirectly whatsoever, by virtue of this membership.

### **Governing Council**

5. The names, addresses, occupations and designation of the members of the governing body with whom the management of the society is entrusted as required under section 2 of the Society of Registration Act 1860 as applicable to state of Delhi are as follows:

<b>S.NO</b>	<b>Name &amp; Address</b>	<b>Occupation</b>	<b>Designation in Society</b>
1	Shri. HS Bhatia		Convener.
2	Shri. KBK Khanna		Sr. VP
3	Gp Capt DC Mehta		VP
4	Shri. Ajit Dubey		VP
5	Shri. V Sridar		Exec Member
6	Shri. HS Bains		Exec Member
7	Shri Sushil Kumar Shri. RC Khurana		" "
8	Shri JS Dheeman Shri SP Jain		" "
9	Shri DR Vermani Shri RN Gulani		Gen Secy Treasurer

## Desirous Persons

6. We the undersigned are desirous of forming society under the Societies Registration Act, 1860 as applicable in the state of Delhi in pursuance of the Memorandum of Association of the Forum .

S.NO	Name & Address	Occupation	Signature
1	Shri. HS Bhatia	Convener.	.
2	Shri. KBK Khanna	Sr. VP	
3	Gp Capt DC Mehta	VP	
4	Shri. Ajit Dubey	VP	
5	Shri. V Sridar	Exec Member	
6	Shri. HS Bains	Exec Member	
7	Shri Sushil Kumar Shri. RC Khurana	" "	
8	Shri JS Dheeman Shri SP Jain	" "	
	Shri DR Vermani Shri RN Gulani	Gen Secy Treasurer	

I witness the signature of all the above members who have signed in my presence

# **Rules and Regulations of the Airports Authority of India Retired Officers Forum**

1. The name of the Forum shall be Airports Authority of India Retired Officers Forum (AAIROF), herein after referred as '**Forum**'.
2. The Forum shall consist of two kinds of members, namely;
  - a. Life Members
  - b. Member Institutions

## **Subscription & Admission/Enrolment Fee**

### **Life Membership**

#### **3. Life members of the Forum will consist of:-**

(a) Any officer of the level of Manager & above who has served and retired from AAI (inclusive of IAAI & NAA) may apply in writing to the Secretary to be a life member of the Forum, giving full details of his/her service in AAI, the rank held by him / her and the date and manner of retirement /release from service. Officer of level of Manager and above, who has retired from the Airports Authority of India (AAI shall include erstwhile NAA and IAAI) may apply for enrolment / admission in to the Forum on payment of a Enrolment Fee amounting to Rs 3000.00 for membership.

(b) The spouse of the deceased AAI Manager & above is automatically entitled to be a life member without payment of any subscription.

(c) Admission of an individual to life membership shall be at the sole discretion of the Governing Council. The name of the applicant for life membership shall be entered in the Register of members on payment of Rs. 500/- as the enrolment / admission fee to the Forum and one time subscription of Rs. 3000.

## **MEMBER INSTITUTIONS**

4. Admission to the to the Member Institution of the Forum shall be at the sole discretion of the governing council and its application shall be approved by the Executive Committee of the Forum .The admission however shall be subject to payment of fee as fixed and reviewed by the AGM. Institution may be invited to the executive committee meeting and it may depute its representative to attend the meeting as a special invitee without any voting rights.

## **President Emeritus.**

5. President may invite distinguished Life Member (s) to become President (s) Emeritus subject to acceptance of the proposal by the Governing Council.

## **Revision of admission and subscription rates**

6. The executive committee may review and revise the admission & subscription rates as and when considered desirable in the interest of the Forum (AAIROF).

## **Cessation of membership**

7. A member shall cease to be a member of the Association in the following circumstances.

- (a) On resignation
- (b) On his / her death
- (c) If member works against the aims and objective of the **Forum** (Reasons of termination shall be communicated to the member's and he /she has right to appeal before the disciplinary committee of the Forum.)
- (d) If found to be involved in any unlawful activities.
- (e) If adjudged by any court of law to be criminal offender or of unsound mind.
- (f) If disregard the rules, regulations or disobeys decision of the GBM.(copy of the rules & objective of the AAIROF will be supplied free of cost at the time of becoming the member.)

## **Activities**

8. Quarterly Meetings Of The Governing Council/Executive Committee.

- (a) Half Yearly Get Together
- (b) AGM/GBM
- (c) Any other activity as decided by the AGM/GBM and/or Governing Council/Executive Committee



## Management

9. The Forum will have its principal office at New Delhi and will have branches at the five regions (where AAI has its regional HQ ). At present these are at Mumbai, Kolkata, Guwahati and Chennai. The Delhi region will be part of the principal office at New Delhi office.

10. The Forum may also authorize establishment of its other/additional branches in any rState /Union Territory as per the rules in force.

### I. The Governing Council/Executive Committee shall consist of

- i. President
- ii. Senior Vice- President.
- iii. Two Vice Presidents
- iv. President's of the branches
- v. General Secretary/Jt Secretary
- vi. Treasurer
- vii. Three Members will be elected during the General Body Meeting. Similarly General Secretary and Treasurer shall also be elected during the GBM as per the procedure given in the para of the rules.
- viii. **Five Nominated EC Members, inclusive of one lady representative. (AuthorityGeneral Body Meeting held on 30<sup>th</sup> March, 2013).**
- ix. **Co-opted Members. Time to time to meet any specific task, co-opted members could be taken on board of the GC, till completion of spl task. (AuthorityGeneral Body Meeting held on 30<sup>th</sup> March, 2013).**

### II. Important

- a. All the above named posts shall be filled by the Life Members only. Senior-most Retired Member of AAI board shall be the Sr Vice-President. In case of other 02 VP's, any shortfall due to members not contesting elections, the President may fill up the posts by nominating members of his choice
- b. The other six office bearers, i.e. General Secretary, Jt Secy. Treasurer, and other 03 members will be elected by the General Body in its meeting. In case of any shortfall due to members not contesting elections, the President may fill up the posts by nominating members of his choice.
- c. Branches Branch President's shall form their own team under intimation to Governing Council.
- d. Presidents of the Branches shall be nominated by the committee consisting of President/ Senior Vice President/ General Secretary provided they are Life members of the Forum.

- e. Any Member, except the Presidents of the branches, of the Governing council who fails to attend three consecutive meetings of the Governing Council without seeking leave of absence without seeking leave of absence to attend three consecutive meeting of the Governing Council shall cease to be member of the Governing Council unless a special dispensation is granted by the Governing Council.

### **Voting Rights of Members**

11. All members shall have one vote only.

### **Resignation from the Forum**

12. Any member may resign his / her membership in writing addressed to the President, and such resignation shall take effect from the date of acceptance by the President, unless he directs otherwise.

### **Resignation of an Office Bearer**

13. In case an office bearer or a member elected to the Governing council/Executive Committee submits his / her resignation in writing to the General Secretary / President and the same may be accepted by the Governing council /Executive Committee.

### **The General Body.**

#### **14. Meetings and Quorum**

- (a) The General Body of the Association shall consist of all members admitted as per rule {3}.
- (b) The General Body shall meet as often as necessary but at least twice in a year at such place, date and time as may be fixed by the Executive Committee, duly notified at least 21 days earlier to the date of the meetings.
- (c) One third members shall form the quorum.
- (d) An adjourned meeting of the General Body may be held on the same day and place after fifteen minutes of adjournment. No notice shall be required to convene an adjourned meeting for which there shall be no limit of quorum.

#### **Special/Emergency Meeting of the General Body**

15. A ten days notice shall be given for convening a special /emergency meeting of the General Body, convened specially for transacting the urgent and/or

specific business. Quorum for such meetings will be one third members; however if 1/3 members are not present the rule ( ) of para of the Forum shall prevail.

## **President for the General Body (Annual General Body (AGM) or General Body Meeting (GBM))**

16. The President shall preside over all the meetings of the AGM/GBM whether special/emergency or ordinary in nature. In the absence of the President, the Senior Vice –President shall preside over such meetings and if the Senior Vice – President is absent, in such an event any of the two Vice-Presidents shall preside over the meeting

- (a) Powers of the General Body to pass the budget for ensuing year and to approve and rectify the statement of receipts and expenditure of the previous year as recommended by the Executive Committee.
- (b) To approve the report of the Governing Council/Executive Committee relating to the activities of the Association.
- (c) To appoint the auditor for the ensuing year.
- (d) To consider all matters brought before it by the Governing Council/ Executive Committee in particular and any other matter brought before it by any member or members with the permission of the President.
- (e) To frame, alter and amend the Rules of the Association from time to time as may be deemed necessary on recommendation of the Governing Council /Executive Committee.
- (f) To elect office bearers i.e General Secretary , Treasurer and three members to the e Governing Council /Executive Committee every three years at the General Body meeting.

## **Election and Voting**

17. The norms for elections & voting shall be as under:-

(a) At the General Body Meeting, the President will nominate an Election Officer to conduct the elections. The voting could be by raising of hands or by secret ballot as may be decided by the Election Officer. The Election Officer himself will not be eligible to be a candidate for any elective post.

(b) All questions arising for consideration before the General Body shall be decided by a majority vote of the members present and in case of tie, the President of the meeting shall have a casting vote.

## **Governing Council /Executive Committee**

18. There shall be an Governing Council/ Executive Committee consisting of a President, Senior Vice –President, Vice – Presidents, General Secretary, Joint Secretary, Treasurer, and three members elected by the General Body as per

procedure given at para. The total number of members shall be limited to ten. The administration of the affairs of the Forum shall vest in the Governing Council/ Executive Committee.

### **Tenure of the officer bearer and elected/ nominated members of the Executive Committee**

#### **19. President**

As regards the appointment and tenure of President is the concerned the following guiding principals will be followed;

- a) The outgoing Chairman of the Airports Authority of India on superannuation or on relinquishment of the post shall become the President provided he becomes a life member on payment of the requisite fees.
- b) In case the outgoing chairman is not Delhi based then the Senior Vice President, shall Officiate as President in the absence of the President. He / She shall hold the office till the new incumbent takes over the office of the President.

#### **20. Senior Vice-President & Vice Presidents.**

Senior most Retired Member in age of AAI Board settled in Delhi & a life member of the Forum shall be the Sr. VP to be nominated by President. In addition there shall be 02 VP's subject to them being Life Members of the Forum & they shall be elected by GB. The three posts shall hold office as per norms of tenures fixed for others except the circumstances given in para N.1 (a) above dealing with the appointment of President.

### **Tenure of the Nominated /Elected Members of the Council**

21. The office bearers and the elected Members of the Council shall hold office for the period of three years w.e.f. April 12 . However, the outgoing office bearers and members shall be eligible for re- election. First Governing Body shall hold office from April 2012 to March 31, 2015.No elected or nominated governing council member/ office bearers shall serve continuously for more than two tenures

### **Meeting of the Governing Council Executive Committee**

22. The meetings would be conducted as under:-

- (a) The Executive Committee shall meet at least four times in a year to conduct the business of the Forum at such place, time and date as may be fixed

by the Committee, duly notified at least ten days earlier to the date of the meetings.

(b) The President shall preside over all such meetings and in his absence, the Senior Vice-President, or in his absence, any of the two Vice-Presidents shall preside at the meetings.

(c) The quorum for the meeting of the Governing Council /Executive Committee shall be a one third

(d) If quorum is not complete, the meeting may be adjourned for five minutes and reconvened at the same place. No fresh notice shall be required and no quorum shall be necessary for an adjourned meeting.

### **The Powers and Functions of the Governing Council /Executive Committee**

23. Powers & functions would be as under:-

(a) The administration of the affairs of the Forum shall vest in the Governing Council /Executive Committee.

(b) The Governing Council/ Executive Committee shall have all the powers and authority to do all acts, which may be necessary or expedient for the achievement of the objective of the Forum without delegating from the generality of their powers under these rules or any rules made from time to time.

(c) The Committee shall look after, manage, supervise, the institutions and properties of the Forum and incur expenditures for purpose of the Forum.

(d) To pay all rents taxes, salaries and other outgoings.

(e) To appoint, remove, , suspend and re- appoint employees, agents and servants for carrying out the objective of the Forum .

(f) The Committee shall invite and accept donations, subscriptions gifts, and legacies for realization of the objects of the Forum .

(g) To acquire and gift, purchase, exchange or lease otherwise however or to sell or otherwise dispose of any properties movable or immovable for the realization of the objective of the Forum .

(h) To build, construction, maintain, alter, extend, improve, and repair any building or structure whose management is vested in the Committee.

(i) To borrow or raise funds, which may be required for the purpose of the Forum, if necessary, be way of mortgage or by creating a charge on all or any of the movable or immoveable properties of the Forum.

- (j) To negotiate, enter into contracts on behalf of the Forum and to vary and rescind the contracts.
- (k) To delegate any of its powers or all powers to any officer, subcommittee or committee.
- (l) The property, movable or immovable, belonging to the Forum shall vest in the Committee.
- (m) No such property either movable or immovable shall become the individual property of any one or more members of the Executive Committee and they shall have no vested interest.
- (n) All contribution by way of gifts in cash or kind or moveable or immoveable property shall be made in the name of the Forum only, and no members (s) shall have a lien over the same.
- (o) It shall be the duty of the Committee to prepare the annual report and submit the same to the General Body with the audited statement of accounts thereof for their approval and ratification.
- (p) The Committee shall have the power to approve or disapprove the application for membership of any individual without assigning any reason.
- (q) The Committee shall have the power to formulate special action committee to work on behalf of the Forum to render specialized forms of assistance and relief with the aid of the Governmental and other agencies during the time of calamities, etc.

### **Duties of the Office Bearers**

24. The Office Bearer of the Forum shall be the President, Sr. Vice- President, Vice- Presidents, General Secretary, Joint Secretary, Asst Treasurer and Treasurer.

### **Powers and Functions of Office Bearers**

#### 25. **President**

The President shall:

- a. Preside over all meetings of the Governing Council /Executive Committee and the General Body including their special/emergency meetings,
- b. Nominate and appoint to fill-up the posts of Sr. Vice-President & Vice-Presidents. Also, those posts which may be lying vacant due to members not filling nomination forms for election.

- c. Guide the office bearers in the administration of the Forum , its branches and its institutions and also towards
  - i. Fund raising to achieve aims and objects of the Forum.
  - ii. Initiate steps for enhancing/building image of Forum
  - iii. Any other relevant and appropriate actions in the interest of the Forum
- d. Have the powers to exercise a casting vote in the event of a tie in the meeting of the Governing Council /Executive Committee and the General Body,
- e. Have the power to convene special meetings of the General Body whenever ten percent of the members on roll but minimum of fifty members of the General Body request him in writing to do so.
- f. Perform such other duties as may be entrusted to him from time either by the Executive or by the General Body of the Forum.
- g. The President or in his/her absence senior Vice President may when necessary and expedient make a decision or take action on any urgent matter ,and when it is done ,the decision made or action taken shall be submitted to the Governing Council/Executive Committee for its ratification at its next meeting.

**26. Vice- President**

- a. In the absence of the President, the senior Vice President shall preside at the meetings of the Governing Council /Executive Committee and the General Body.
- b. He/ She have all powers that are exercised by the President under the provision of the Constitution in his absence, or during his inability to act.
- c. The Vice Presidents shall assist the President in various functions and supervise the functions of various office bearers, as per specific role as be given by the President.

**27. General Secretary**

The General Secretary shall:

- (a) Convene the meetings of the Executive Committee and the General Body as provide for, in consultation with the President.



- (b) Present accounts and reports to the Executives Committee as may be desired and directed, and would submit to the General Body at its annual meeting.
- (c) Maintain all records of the Forum and its Branches, its institutions and all other records that may accrue in day-to day administration of the Forum.
- (d) Function as the Chief Executive of the Forum and execute all documents on behalf of the Forum as per direction of the Executive.
- (e) See that the rules and regulations are properly observed. He/ she shall be the custodian of all properties, stock etc. which the Executive Committee may commit to his / her charge.
- (f) Supervise all activities of the Forum and control and attend to the work of the Forum besides controlling the employees of the establishment.
- (g) Prepare the agenda for the meetings of the Executive Committee and the General Body and prepare all the necessary related papers.
- (h) Maintain proper records of the minutes of the meetings of the Executive Committee and of the General Body
- (i) Have all powers that be incidental in the discharge of his / her duties as Secretary of the Forum.
- (j) Perform such other duties as may be entrusted from time to time by the Executive Committee and the General Body.

## 28. **Jt Secretary**

They shall attend to the work of the Forum together with the General Secretary and discharge such functions that are assigned from time to time by the General Secretary and / or / the committee. They shall discharge all the functions of the General Secretary on delegation or in his / her absence or in case the post falls vacant.

## 29. **Treasurer**

- (i) The Treasurer shall be the custodian of all funds. He/ she shall maintain all accounts of the Forum and keep vouchers in support of all expenditure incurred in connection with the activities of the Forum
- (ii) He / she is empowered to meet expenditure of the Forum in accordance with the resolutions of the Governing Council /Executive Committee. He / She shall keep with him/ her a minimum amount of cash as may be required to meet the contingencies fixed by the Committee.

## **Funds of the Forum and Audit of Accounts**

30. Operation of funds will be as under:-

(a) All funds of the Forum and Audit of Accounts in a nationalized Bank (s) as may be authorized by the Executive Committee. The account shall be opened in the name of the Forum and operated jointly under the signatures of any two of the following office bearers.

- (i) President
- (ii) General Secretary
- (iii) Treasurer.

(b) The Funds of the shall be spent only with the approval of the Executive Committee. They shall be spent the funds to achieve the objectives of the , and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means without the specific decision of the General Body.

(c) The accounts of the shall be audited yearly by a Chartered Accountant, appointed by the General Body, before submission at its annual meeting.

## **Amendment of Rules**

32. No amendment or alternation to these Rules shall be made unless they are laid down before the General Body by the Governing Council /Executive Committee with their due recommendations and carried forward with a 3/5<sup>th</sup> majority of the members present at a meeting specially called for the purpose and confirmed by a 3/ 5th majority of the members present at a second special meeting convened for the purpose. Amendment to the Rules, regulation and Memorandum shall be made as per provisions laid down under section 12 of Societies Registration Act, 1860.

## **Office Year**

33. The official year of the Forum shall commence from 1<sup>st</sup> April and end by 31<sup>st</sup> March of the next year.

### **Annual List of Managing Body**

34. Once in every year a list of the office bearers and members of the Forum shall be filed with the registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

### **Legal Proceedings**

34. The Forum may sue or be sued in the name of President / General Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860, as applicable to the union Territory of Delhi.

### **Dissolution and adjustment of Affairs**

35. If the need to be dissolved, it shall be dissolved as per provisions laid down under section 13 and 14 of Societies Registration of Delhi Act, 1860 as applicable to the Union Territory of Delhi.

### **Winding up of the**

36. On the dissolution of the Forum having been decided upon, in accordance with the provisions of law, any property whatsoever remaining after the satisfaction of all liabilities shall be transferred to any other organization or association with similar objectives in accordance with the provisions of the law for the time being in force.

### **Application of the Act**

37. All provisions under all the Sections of the Societies registration Act, 1860, as applicable to the Union Territory of Delhi, shall apply to the .....

### **Essential Certificate**

Certified that this is correct copy of the rules and regulation of the "AAIROF"

President

Gen. Secretary

Treasurer