

**ANDHRA PRADESH PANCHAYATI RAJ DIPLOMA ENGINEERS'
ASSOCIATION HYDERABAD**
(Recognised in G.O.Ms.No.598 (GAD), dt.08.09.1980)
Address: O/o.the Engineer-in-Chief, Panchayati Raj, SRTGN Bhavan, 5th Floor,
Erram Manzil Colony, Hyderabad- 500082

MEMORANDUM OF ASSOCIATION

1. Name :

The association shall be named as Panchayati Raj Diploma Engineers' Association, Andhra Pradesh (APPRDEA).

2. Office :

The State level office of the Association shall be at a place where the O/o.Engineer-in-Chief, Panchayati Raj is situated and the Branch offices shall be at the respective District Head Quarters and City unit at ENC P.R. Office.

3. Aims and objects:

- a) To bring together all the technical personnel and to promote the feeling of fraternity among them.
- b) To represent the difficulties and to safeguard the service conditions.
- c) To co-operate with other sister associations having with similar aims and objects.
- d) For effective working of the Association in order to serve the Rural and Urban people better.
- e) To promote technical knowledge and to pool up the experience of the Engineering personnel in the Panchayati Raj Department.

4 Membership :

- a) All the Assistant Engineers, T.Os/A.T.Os/J.T.Os, T.As, P.Ts, Technical Work Inspectors etc; appointed in the PRED either working in the Dept., or on deputation to other depts., of all categories having qualification of 3 years Diploma or its equivalent in Civil, Mechanical, Electrical and ITI DM Civil/ Mechanical which enable them to be appointed as primary members.
- b) The Diploma Engineers who were promoted to the rank of Deputy Executive Engineers and Executive Engineers and such of those Diploma Engineers who have additional qualification i.e., Engineering degree are also eligible to join the association as associate members.
- c) Applications for membership/ associate membership shall be made in the prescribed form available with the General Secretary/ Secretary.
- d) No application for membership/ associate membership shall be considered unless accompanied by the admission fee of Rs.200
- e) The District / City Executive Committee will accept applications for Primary/ associate membership.
- f) Those who paid the annual membership fee can be construed as primary / associate member of the Association.

- g) A primary / associate member working in the department or on deputation to other department who is within the jurisdiction of district/ City Unit shall be construed as a member of that unit.
- h) If any primary/ associate member having dues to the association in respect of annual subscriptions or special Funds imposed by the Executive Committee shall not be eligible for voting or contesting for any post.

5. Subscription Fee :

- (a) Rs. 2,400 Per year. For all primary members/ Associate members.
- (b) 50% of amount collected towards subscription should be with the District/City units and the remaining 50% should be shared by the State Association.

6. State General Body and its functions :

- a) All the Primary/ Associate Members are eligible to participate in the General body meeting of the Association.
- b) The General body meeting of the Association shall be held at least once in a year.
- c) The business of the General Body meeting shall be:
- i) To elect the State office bearers i.e; President-1, Associate President -1, Vice-Presidents -5, General Secretary -1, Organising Secretary-1, Joint Secretaries-5, Finance Secretary-1.
 - ii) To approve the Report of activities of the Association.
 - iii) To transact any other business for which the notice shall be given by a member wishing to bring before the General Body meeting any proposition or amendment shall give notice thereof in writing to the General Secretary atleast two weeks before the date of such meeting.
- d) (i) The quorum of General Body Meeting shall be 1/3rd of total members.
- (ii) No quorum is necessary for the adjourned meeting. However quorum is compulsory for the General Body meeting exclusively conducted for Electing office bearers for new term.
- (iii) The quorum for the District / City General Body meeting will be 1/3 of the total primary/ associate members in the unit.

7. The State Executive Committee :

- a) The business of the Association shall be conducted by the State Executive Committee members consisting of ;

State Office Bearers	:	15
1. President	:	1
2. Associate President	:	1
3. Vice Presidents	:5 (One for Each Zone and City unit)	
4. General Secretary	:	1
5. Organising Secretary:		1
6. Joint Secretaries	:5 (One for Each Zone and City unit)	
7. Finance Secretary	:	1
District/ City Unit Presidents/ Associate Presidents, Secretary, and Finance Secretaries of 14 units 14x4	:	56
Total	:	71

- b) An Office bearer or member of the Executive Committee who absents himself for three consecutive meetings of the committee shall automatically cease to be office bearer/ member of the Committee. Restoration of the official Position shall be made by the Executive Committee after considering the reasons.
- c) If, due to any reason, a vacancy occurs or arises in the Executive Committee, the same may be filled up by the remaining members of the Committee coopting any suitable member. for the left over term.
- d) To pass the annual budget and approve the expenditure.
- e) The President shall usually preside over all the meetings of the committee and in the event of his absence, Associate President or Vice-President shall preside over the meetings.
- f) The Executive Committee shall usually meet as frequently as the business of the Association demands, but in any case atleast once in every four months to dispose off all the matters that may require the consideration of the committee.
- g) The quorum for the State Executive Committee or District / City Unit Executive Committee will be 1/3 of the total members of the Executive Committee
- h) The Chair Person of the Committee, can adjourn the meeting if there is no quorum for transacting the business. The date for adjourned meeting shall be given and the meeting can transact the business with out the necessity of quorum.
- i) The Executive Committee is empowered to frame the suitable bye-laws or amend bye-laws for the efficient and the harmonious function of the Association. However the amendments shall take effect from the date of ratification by the state General Body.
- j) The Executive Committee shall have the control over the Finance of the Association both at State and District level.
- k) The State Executive Committee shall have the power to take disciplinary action against any member who acts prejudicially to the interest of the Association after giving reasonable opportunity to the member.
- l) The Executive Committee may by its descretion appoint one or more sub-committees from among the members of the Association for any specific purpose in the interests and welfare of the Association.
- m) The decision of State Executive Committee is final in all disputes arises during the functioning of Association. Interpretation to the Memorandum of the Association is vested with the State Executive Committee and its decision is final.
- n) Any member to make a suit in a court of law should first submit his plea in writing to the State Executive Committee and after exhausting this opportunity he should make a suit in a court.
- O) The State Executive Committee shall have power to appoint the adhoc committee to Dist/ City unit whenever the elections were not held within the period.

8 Duties of all Office Bearers:

a) President :

- (i) The President will be elected by the members of General Body. He will preside over all the meetings of the Association.
- (ii) He will represent the difficulties or grievances of members to the authorities.
- (iii) He will give necessary directions and advice to the General Secretary and Finance Secretary.
- (iv) He will appoint or remove or initiate disciplinary proceedings against the staff of the Association.
- (v) The president is entitled to hold a permanent imprest of Rs.10,000/- to meet the unforeseen expenditure.

b) General Secretary / Secretary :

The General Secretary/ Secretary shall transact all the business of the Association such as :

- i) Arrangements for the meetings of General body and Executive Committee.
- ii) Recording minutes and drawing up reports on the working of the Association.
- iii) Collection of technical contributions and professional circulars etc., for publication or circulation.
- iv) Maintenance of register of the members with addresses.
- v) He has to prepare budget and expenditure statements of the Association with the help of the Finance Secretary to put before the Executive Committee for its approval.
- vi) He has to operate the Bank Accounts on behalf of the Association, jointly with the Finance Secretary.
- vii) The General Secretary/ Secretary shall be entitled to hold a permanent imprest of Rs.10,000/- to meet any expenditure of emergent nature.

c) Associate President :

The Associate President will preside over the meetings in the absence of President. He will associate the President in all the activities of the Association and share the work with him.

d) Vice-Presidents :

There will be (5) Vice-Presidents representing to each Zone and City unit i.e. Zone-I, II, III and IV and City unit. In the absence of the President and the Associate President any one of the Vice-Presidents decided by the Executive Committee will preside over the meetings. The Vice-Presidents shall assist the president in all the matters of the Association and they shall attend to such duties as may be entrusted to them by the President.

e) Organising Secretary:

The Organising Secretary shall execute the powers of the General Secretary in the absence of the latter. He will assist the General Secretary in all the activities of the Association and also execute them.

f) Joint Secretaries:

- i) There shall be (5) Joint Secretaries at state level. representing one from each Zone and City unit.
- ii) The Joint Secretary shall ordinarily assist the General Secretary/ Secretary in discharging his duties. In the absence of the General Secretary/Secretary and Organising Secretary he will perform the duties of the General Secretary / Secretary or Organising Secretary which are entrusted by President.

g) Finance Secretary :

- (i) The Finance Secretary shall receive all cash remittance and subscriptions due from district units
- (ii) He will issue receipts and maintain correct account of all receipts and expenditure of the Association and get them audited once in a year by a recognised Chartered Accountant.
- (iii) He has to operate the amount of the Association jointly with the General Secretary/ Secretary.
- (iv) He will prepare annual financial statements and submit to the Executive Committee through General Secretary/ Secretary.

9 Organisation of the District Units / City Unit:

a) (i) The District Branch/ City Branch shall be formed with the following office bearers

- | | | |
|-------------------------|---|--------------|
| 1. President | : | One |
| 2. Associate President | : | One |
| 3. Vice President | : | One |
| 4. Organising Secretary | : | One |
| 5. Secretary | : | One |
| 6. Joint Secretary | : | One |
| 7. Finance Secretary | : | One |
| Total | : | Seven |

ii) Executive Committee Members :For every 10 paid up Primary / Associate members there shall be one executive committee member. The fraction Shall be rounded off to one if it is more than half and less than half be ignored. However The Maximum limit of E.C. Members should not exceed 15.

b) The duties and responsibilities of the District and City Branch office bearers are one and same as of state office bearers, but the jurisdiction should be limited up to their unit.

c) The District/ City unit may takeup conferences and meetings just as the main Association and will work under the guidance of the main Association according to the bye law of the Association.

10 Notices:

The notices for an ordinary General Body and Executive Committee meeting will be issued (15) days and (7) days in advance from the actual date of meetings. In case of emergency (3) days is sufficient.

11.(a) Elections:

- i) The state office bearers will be elected by All the Primary / Associate Members in the General body meeting.
- ii) The District/ City Branch office bearers and the District/ City Executive Committee members will be elected by all the primary/ associate members of the District/ City respectively.
- iii) The term of the office bearers and Executive Committee members shall be three years from the date of elections. The elections must be held before the expiry of their term.
- iv) The elections shall be conducted by secret ballot.
- v) Any primary/ associate member can contest for any post of the office bearers and Executive Committee members provided they cleared off the dues to the Association. The Principle of one person for one post should be maintained.
- vi) 50% of annual subscription amount collected along with the list of Primary / Associate Members of the District / City Branch shall be sent for approval of the General Secretary for publication as list of General Body members.

(b) Election Schedule for State, District/ City Branch:

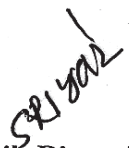
State, District/ City Branch election shall be conducted in the General Body meeting exclusively held for that purpose. The process of Elections i.e. receiving nominations, withdrawals, polling and declaration of results shall be takenup in the meeting simultaneously under the guidance of the election officer appointed by the state association.


12 Finance :

- a. The funds shall be spent only for the attainment of the aims and objects of the Association.
- b. The funds of the Association shall be deposited in any Nationalised Bank and transactions shall be operated jointly by the Finance Secretary and General Secretary/ Secretary.
- c. All amounts payable to the Association shall be paid to the Finance Secretary, General Secretary/ Secretary or into the accounts of the Association at its bankers.
- d. Members shall submit detailed account to the Finance Secretary with relevant bills, receipts etc., and get adjusted imprest amounts before (30) days from the date of drawing or before drawing further imprest which ever is earlier through General Secretary/ Secretary.
- e. Finance Secretary shall be nominated as Ex-officio member in all sub-committees where monetary transactions are involved.
- f. Members shall not issue any receipts in any capacity to any donor member of the Association. However, receipt books issued by the General Secretary/ Secretary will be considered as valid.
- g. Members shall not spend any amount collected by them for Association work. The amount should be remitted to the Finance Secretary in the first instance and then imprest drawn as defined in Clauses above.

13 Amendments :

No amendment or alternation shall be made in purpose of the Memorandum of Association, unless it is voted by 2/3 of its members present at a State General Body meeting convened for the purpose.


Shaik Riyaz Ahamed
 President.


G. Hanumantha Rao
 General Secretary

(Approved with all amendments incorporated as on dated.09-08-2015)

Place: Hyderabad

Dated: 09-08-2015