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## RULES \& REGULATIONS

Kerala Hockey herein after referred to as "the Association" shall be governed by its Memorandum of Association and these Rules and Regulations.

## 1. INTERPRETATIONS I DEFINITIONS

The abbreviation or the terms used anywhere in these Rules, unless the context otherwise require:-
a. "Hockey" shall mean the game played in indoor and outdoor as per the rules framed by Hockey India."
b. "Rules of Hockey" shall mean rules framed an adopted by the HI from time to time.
c. "HI" shall also mean "Hockey India"
d. "KOA" shall mean the Kerala Olympic Association
e. "the Association" shall mean Kerala Hockey
f. "KH" shall also mean "Kerala Hockey"
g. "Constitution" shall mean the Memorandum of Association, Rules \& Regulations and Bye laws of Kerala Hockey.
h. "Unit" or "Member Unit" shall mean any District Hockey unit or Institution accepted for membership under the provisions of these Rules and Regulations.
i. "Life Member" shall mean an individual who was granted membership as per these Rules and Regulations.
j. "Office Bearer" shall mean the officers specified as per the provisions of these Rules and Regulations.
k. "General Council" shall mean the group of members constituted under the provision of these Rules and Regulations.

1. "Executive Council" shall mean the Committee formed as per the provisions of these Rules and Regulations
m . "Committees" shall mean the different committees formed as per the provisions of these Rules and Regulations.
n. "Financial Year"- The period commence from $1^{\text {st }}$ day of April and ending on $31^{\text {st }}$ day of March.


## 2. MEMBERSHIP


I. Eligibility:

All application of membership from District Associations must be in writing containing information required by the Executive Council from time to time.
a. The membership of "Kerala Hockey" shall be open to the under mentioned subject to the approval of the General Council:
i. District Association/ District Hockey Association - District Association/ District Hockey Association shall mean an Association having the jurisdiction throughout the revenue district, formed to conduct, control and promote hockey, having its Rules and Regulations, is registered under the Charitable Societies Registration Act 1860 and where office bearers are elected on a periodical basis.
ii. Institution - Institution shall mean a legally established organization in any part of the State of Kerala and includes educational or commercial institutions or corporate entities that promotes the sport of hockey. There shall be no more than 5 institutions as member units, at a time.

A single authorised representative of an affiliated Institution shall have voting right in the General Council but shall not be eligible to contest in the election.
iii. Life Member - Life Membership shall be granted only to those individuals who have presented exceptional service to the sport and Association. The Association shall only have a maximum of five (5) Life Members, at a time.
The Life Members will be nominated by the Executive Council and ratified by the General Council. This is a one-time option and the death of the life member does not create a vacancy. Each Life Member will have one vote each and can also contest in elections.
b. Upon the acceptance of membership of not less than ten (10) members under the Rules and Regulations of society, the signatories to the memorandum of Association of the society shall cease to be members automatically.

## II. Grant of Membership / Affiliation:

a. The Executive Council shall be responsible for receiving applications of District Associations or Institutions and scrutinizing it.
b. The Executive Council shall recommend, if it found bonafide, to the forthcoming General Council for membership. On approval of the General Council, the unit/ individual attains membership.



Secretary


Treasurer
c. In the event of the application being fully accepted, the affiliated unit/ member shall be bound by and subject to the Constitution of the Association then in force and as is amended from time to time.
d. In case of any dispute, the constitution of Kerala Hockey will prevail and supersede over the constitution of the District Association and the District Association will have to amend its constitution in line with the constitution of Kerala Hockey within a specified timeframe to retain its membership with the Association.

## III. Membership/ Affiliation Fee:

a. Every applicant unit seeking membership of the Association shall pay an admission fee and an annual renewal fee as decided by the Executive Council from time to time.
b. The membership renewal fee shall be valid only for the particular financial year and should be paid before $31^{\text {st }}$ March of every year.

## IV. Defaulters \& Disaffiliation:

Any unit will be considered as a defaulter and shall be liable for disaffiliation in case it is:
a. Not depositing the requisite Affiliation/Membership Renewal Fee, in time.
b. Working against the aims and objects of Kerala Hockey causing harm to the sport of hockey.
c. Encouraging doping or other violation of ethical conduct causing harm to the sport of hockey.
d. Mismanagement and lack of co-ordination amongst the office bearers and member/s of the member unit and thereby causing harm to the sport of hockey.
e. If District Association fail to arrange for the participation of hockey teams in minimum 2 age categories (both genders) in the State Championships for two consecutive years.
f. If District Association fail to submit the Annual Report and Statement of Accounts to the Association, in time.

## V. Re-Affiliation:

a. Any member unit disaffiliated may apply for re-affiliation of the same to the Executive Council.
b. The Executive Council shall have the sole right to take appropriate action and inform the General Council.


## 3. GENERAL COUNCIL

The General Council shall consist of representatives of the District Associations and Institutions, Life Members and Chairperson (or selected representative) of the Athletes Committee.

Each District Association duly affiliated as a member as provided in these Rules and Regulations, be represented by two authorized persons and the authority given by President shall prevail in case of any dispute.

Institutions shall only be entitled for single accredited member to attend the General Council with voting rights (he/she shall not be eligible to contest in the election).

Chairperson (or selected representative) of the Athletes Committee shall also attend the General Council.

## 4. MANAGEMENT - EXECUTIVE COUNCIL

The Management of the affairs of the administration and enforcement of its rules, regulations and bye-laws shall be vested in the Executive Council, subject to the resolutions passed by the General Council from time to time.

## I. Executive Council:

The Executive Council of the Association shall consist of 17 (Seventeen) members elected by the General Council. (It shall be mandatory that out of total 17 members of the Executive Council at least 40\%of the members shall be of either gender.)

| President | 1 (One) |
| :--- | :--- |
| Senior Vice president | 1 (One) |
| Vice President | 4 (Four) two shall be women |
| Hon. Secretary | 1 (one) |
| Joint Secretaries | 4 (Four) two shall be women |
| Executive Members | 5 (five) |
| Treasurer | 1 (one) |



12

## II. Office bearers:

| President | -1 (One) |
| :--- | :--- |
| Secretary General | -1 (One) |
| Treasurer | -1 (One) |

The three office bearers of the Association shall not be eligible to be office bearers simultaneously of any other State Sports Association except in the case of Kerala State Sports Council, the Kerala Olympic Association or any other multi-discipline association.

## III. Election:

a. Election of the Executive Council shall be held once in four years at the General Council Meeting.
b. Election can also be held before due date.
c. All nominations for the election should be received at the KH headquarters 14 working days prior to the date of the General Council Meeting.
d. If the nominations exceed the number of persons to be elected, the names proposed shall be put to vote. In the instance of voting, the procedures and candidate list shall be made known to all members of the General Council 7 working days prior to the date of the Meeting.
e. Voting shall be done by secret ballot.
f. No member shall be qualified to contest for any post of the Association if he/ she is proven guilty in an offence as below or a legal case is pending against that person where the charges have been framed by any Court in India, in respect of an offence which is of serious nature under the Indian Penal Code / Prevention of Corruption Act or relevant legal Acts, in which there is punishment of imprisonment of more than 2 years.
g. In case of a vacancy as stated in $4(V)(i)$, then the vacancy can be filled by means of either $4(\mathrm{~V})$ (ii) or $4(\mathrm{~V})$ (iii).

## IV. Tenure of Office:

a. The President can hold office for a maximum period of 12 years with or without break.
b. The Secretary and Treasurer can hold office for a maximum of two successive terms of four years each, after which a minimum cooling off period of four years will apply.
c. The office bearers have to retire from their post on attaining the age of 70 years.




## V. Vacancies:

a. The office of a member of the Executive Council (including that of an office bearer) shall fall vacant -
i. If the unit hel she represents ceases to be a member of the Association or he/ she ceases to be a member of the District Association.
ii. If he/ she resigns their office by a notice in writing to the President and his/ her resignation is accepted by the President.
iii. If the member is sanctioned for disciplinary offence.
iv. By death.
b. The Executive Council shall have the power to fill up vacancy by co-option from among representatives to the Executive Council and that will remain good until the next election.
c. If not for the option of co-option, a Special General Council meeting may be convened to conduct election and fill the vacancy.

## 5. ATHLETES COMMITTEE

The mission of the Athletes Committee is to represent the involvement of athletes in the administration of KH.
a. Athletes Committee shall be composed of total 9 athletes; 8 elected athletes ( 4 men +4 women) and one athlete nominated by the KH Executive Council.
b. Election for the Athletes Committee shall be held during Senior State Championship, every four years (in the same year as the KH's routine election year).
c. KH will call for nomination for election one month prior to the Senior State Championship. The candidates must meet the following criteria:
i. must be an active athlete, having participated in the previous State Championship in any category.
ii. must be nominated by his/her District Association
iii. must be 16years of age or above at the time when the election takes place
iv. must not have been sanctioned for a doping / disciplinary offence
d. Each Member Association can nominate only a single fencer for the Athletes Committee (with exception for the nominee of KH Executive Council).

e. After screening the nominations, the name of qualified candidates will be announced before the commencing of Senior State Championship.
f. Elections will be held by ballot on the second day of Championship. The candidates who have received the highest number of votes will be elected. In case of a tie, the KH President will cast the decisive vote.
g. Athletes are only eligible to serve the Athletes Committee for a maximum of two terms.
h. During Annual General Assembly of KH, the Chairperson of Athletes Committee (or selected representative) should make a presentation regarding the concerns and other relevant matters of athletes. $\mathrm{He} /$ she is also eligible to vote in the elections of Kerala Hockey.
i. A member shall me removed from the Committee if he/she is sanctioned for disciplinary offence. If a member chooses to resign for other reasons, he/she shall do so by submitting a letter of resignation to the President. Any opening such created shall be left vacant till the next regular election of the Athletes Committee.

## 6. POWERS, FUNCTIONS \& DUTIES

## I. General Council:

a. To carry into effect the objects of the society.
b. To elect the office bearers, members of the Executive Council
c. To admit membership of any organization/ unit for affiliation under the constitution.
d. To take decision regarding continuing/ discontinuing its affiliation with any other organization.
e. To enforce the penalty or disciplinary action for any violation of the rules and regulations of the society or other good governance policies of the Association.
f. To appoint Auditor to audit the book of accounts of the Association and certify the balance sheet.
g. To adopt the Annual Report, Statement of Accounts and sanction the budget estimates.
h. To institute and approve on the schedule of State Championships
i. To consider and to approve the amendments of constitution as and when considered necessary.

j. To explain and interpret the Rules and Regulations of the Association and to take decision on any point if not covered under the Constitution.
k. To exercise such other powers and to perform such other duties as are incidental and expedient to carry out the aims and objects of the Association.

## II. Executive Council:

a. To carry into effect the objects of the society.
b. To conduct the general management and direction of the General Council during the interval between the meetings of the General Council and report all the decisions and actions.
c. To consider and approve the Annual Report, Statement of Accounts and sanction the budget estimates before presenting the same to the General Council.
d. To fill in vacancy/ vacancies in the Executive Council.
e. To appoint Commissions)/ Committees) with specific tasks assigned to them as and when needed and also define the duties of the Commissions)/ Committee (s).
f. To appoint a Selection Committee to select the State team/ probable players.
g. To co-opt any expert or specialist for specified purpose in the best interest of the sport as and when necessary without any voting rights.
h. To appoint office staffs as per requirement.
i. To deal with all permanent and temporary appointments as well as dismissal or suspension of office staffs).
j. To collect, procure, accept and receive subscriptions, donations, gifts and endowments and raise funds by adopting all lawful means.
k. To fix the quantum of registration fee, competition fee, affiliation fee, renewal fee and other contributions.
I. To invest the funds of the Association in such manner as the Executive Council may deem fit.
m . To purchase, administer, transfer or sell movable or immovable properties for and on behalf of the Association.
n. To enter into, vary or carry out and cancel contracts on behalf of the Association.
o. To nominate the Secretary General or any other members (s) to act on behalf with full authority to sign any deed or document.

p. To prepare and submit project proposals for the development of fencing in the State and periodically monitor its implementation.
q. To conduct, manage and control coaching camps and Championships, approve the selection of players and appoint officials to represent Kerala State in National Championships or other selected national events.
r. To fix the passage money and other expenses necessary for representatives of the Association to attend meetings of the HI or other organizations.
s. To depute Observer(s) to the meetings of the District Associations and competitions organized by them.
t. To form Committee to take disciplinary actions or take disciplinary action in the cases of indiscipline, misconduct or violation of the rules and regulations of the society or other governance policies of the Association by any individual member, member unit, player, official, staff, volunteer or anyone engaged in the sport/ with the Association.
u. To prepare, modify and implement administrative and financial guidelines for the Association.
v. To explain, define and interpret the provisions of this Constitution when disputed.
w. To do all such acts and things as are incidental and conducive to the doing of the forgoing acts or any of them.

## III. President:

a. To act as the Constitutional and Executive head of the Association for the execution / implementation of the rules, regulations and bye-laws of the Association to achieve the aims and objects of the same.
b. To preside over all the meetings of the Executive Council and General Council and other Association meetings, as required.
c. To determine the dates, venue and time of the Executive Council and General Council and any other meetings as deemed fit to fulfil the aims and objects of the Association.
d. To ensure that the financial position of the Association is sound and no unauthorised expenditure is included. The President shall be authorised to sanction expenditure up to any limit for any item not included in the budget. The Executive Council should ratify the expenditure such taken.
e. In case of emergency, the President will have full power to issue order/ orders, which may subsequently be confirmed by the Executive Council or General Council as the case may be.



Secretary


Treasurer
f. The President shall have the power to nominate 5 Associate Vice-Presidents and 5 Associate Joint Secretaries to the Executive Council. These nominations will have to be ratified by the elected Executive Council.

## IV. Senior Vice-President:

To preside over all the meetings of Executive Council, General Council or any other meeting in the absence of the President when authorized by the President and perform the duties as assigned to them time to time by the Executive Council or President of the General Council.

## V. Vice-Presidents:

The Vice-Presidents shall assist the President and shall also perform the duties assigned to them, from time to time by the Executive Council or President or the General Council.

## VI. Secretary General:

a. The Secretary General shall be the Executive Officer of the Association and shall exercise general control over the matters pertaining to the Association.
b. The Secretary General shall be responsible for carrying out all the decisions of the General Council, Executive Council and Committees/ Commissions and shall see that all the rules of the Association are observed by all the concerned and shall subject to the general control and direction of the Executive Council and the President inter alia.
c. Convene all the meetings of the General Council, Executive Council and other Sub Committees/ Commissions and shall keep minutes of all proceeding and resolution of all such meeting correctly recorded in a book specially provided for the purpose and such minutes shall upon question put and votes taken thereon to be signed by the President at the meeting and when signed by him/her shall be conclusive evidence of the correctness of the entry.
d. Shall be responsible for carrying out all correspondences in the name of the Association same as or otherwise directed by the President.
e. Shall be in-charge of all records and documents (including the register of members, fencers, officials, etc.) as may be necessary for the smooth and efficient working of the Association.
f. Shall have custody and maintain in proper order and condition, all documents, trophies, souvenirs and seals and insignia of the Association and documents of all moveable and immoveable properties of the Association and maintain up to date stock book and have annual stock taking made of all such properties.
g. Act as a convener of the General Council, Executive Council and Committees



Secretary


Treasurer
h. Conduct all affairs of the Association according to its rules, regulations and bye -laws.
i. Collect or cause to be collected all subscriptions and fees and get in with due diligence all other monies and dues payable to the Association.
j. Ensure that accounts of the Association have been properly maintained by the Treasurer and are regularly audited.
k. Prepare every year the Annual Report on the working of the Association and place the same before the General Council after getting it duly approved by the Executive Council.

1. He/She can also assign charge of certain duties to any one of the Joint Secretaries, if circumstances permit, with the approval of the President.

## VII. Joint Secretaries:

The Joint Secretaries shall assist the Secretary and shall also perform the duties assigned to them, from time to time by the Executive Council or Secretary or the General Council.

## VIII. Treasurer:

a. The Treasurer shall be in charge of all the funds, finance and accounts of the Association.
b. To prepare and place the budget before the General Council.
c. To make all payments of the Association after the connected bills and vouchers have been duly checked by him/ her and passed for payment by the Secretary General.
d. To deposit all money as and when received from the Secretary General or any other sources in to accounts of the Association with banks.
e. To maintain and keep proper books and accounts in respect of all sums of money received and expended by the Association and its assets and liabilities.
f. To prepare and present the statement of accounts of the income and expenditure of the Association duly audited by a Charted Accountant in the meeting of the Executive Council and General Council for approval.
g. To perform such duties as may be specially assigned to him/ her by the General Council/ Executive Council.

## IX. Representative Nominees

a. One of the elected Executive Council members as decided by the President may be assigned the responsibility to represent the Association in KSSC.

b. Three of the Executive Council members as decided by the President or other chosen members as approved by the General Council shall represent the Association in the Kerala Olympic Association. One of the three nominees should be a woman.
c. Two of the Executive Council members as decided by the President or other chosen members as approved by the General Council shall represent the Association in the Hockey India. One of the two nominees should be a woman.

## X. Members:

a. All affiliated Members and member District Associations shall abide by the Rules and Regulations of the Association.
b. Member District Associations shall be responsible for conducting District Championships or Selection trials and sending teams to the State Championships. District Associations shall be held responsible for the conduct of their representatives at the State Championships.
c. Any penalty imposed by the Association or any of its members for any infraction of the principles set forth in its rules, regulations and bye-laws shall be honoured by other affiliated Member Associations.
d. Disciplinary action whenever taken, against members in its jurisdiction shall be reported to the Secretary of KH within ten days of the action having been taken. An appeal against such action of the affiliated District Associations shall lie with the Executive Council of the Federation and such decision shall be final and binding.
e. Notice of any motion to be brought forward before the Annual General Council Meeting of the Association by a member District Association shall be sent in writing to the Secretary General at least 14 days before the date of meeting. Such motion shall be considered as Agenda of the meeting with recommendations thereon, if any.
f. To avoid disputes in the member District Associations, the presence of an Observer from the Association will be mandatory during the election meeting of the member District Associations. Proceedings of Election meeting of the existing member District Associations without the presence of the Observer will not be accepted.

## 7. MEETINGS

I. Annual General Council Meeting:
a. The Annual General Meeting of the General Council shall be held every year in the month of MAY with the notice period of 14 days. As far as possible, the meeting should be held considering minimum travel distance and time to the venue for member units.


b. The agenda of the Annual General Meeting shall also include:
a. Confirmation of the minutes of the previous Annual General Meeting and of the Special General Council Meeting, if any.
b. Consideration and adoption of the Secretary Generals Annual Report on the working of the Association.
c. Consideration and passing of the Audited Statement of Accounts of the year and the budget for the next year to be submitted by the Treasurer.
d. Appointment of Auditors and fixing their remuneration.
e. Election of the Executive Council, Office bearers (if due).
f. Consideration of the Annual Hockey Calendar.
g. Amendments) of the constitution (if any)
h. Any matters of which due notice has been given or other matters with the permission of the Chair.
i. Any matter affecting the welfare of the Association, which the President may bring or allow to be brought before it. This shall include discussion about development activities and analysis of programmes and policies of the Association. President can call meeting on telephonic message.

## II. Special General Council Meeting:

Special General Council Meetings may be summoned at any time by the Secretary with permission of minimum five members of the Executive Council and can cover all the items of Annual General Council Meeting except the clause 7(I) (ii) c and d. The Agenda should be mentioned in the notice of the Meeting and no member shall discuss any subject other than that of which the Meeting is convened.

## III. Emergent General Council Meeting:

President can call an Emergent General Council Meeting. The Agenda should be mentioned in the notice of the Meeting and no member shall discuss any subject other than that of which the Meeting is convened.

## IV. Executive Council Meetings:

a. Executive Council Meetings shall be held at least twice a year.
b. Executive Council Meetings may be called by the President if and when needed and will be called as the Special Executive Council Meetings.
c. President may call an Emergent Executive Council Meeting.


Treasurer

## V. Notice \& Quorum for Meetings:

a. In convening meetings, the notice period and the quorum as given hereunder shall be observed:

| Meeting | Notice Period | Quorum |
| :--- | :---: | :---: |
| i. Annual General Council Meeting | 21 clear Days |  |
| ii. Special General Council Meeting | 10 clear days | 5 clear days |

Note: Clear means from the date of posting/by telephone/by fax. Notice can be sent either by post (UPC) or by FAX, if possible. Nominated members/ invitees will not be counted in quorum
b. On any issue of very urgent nature and under special circumstances when a meeting of the Executive Council cannot be convened, the Secretary General may obtain the approval of the members of the Executive Council by circulation and act accordingly, provided the majority members favour the proposal so circulated. But such cases must be placed at the next meeting of the Executive Council for formal ratification and record.
VI. Voting:
a. The District Association duly affiliated, as a member unit according to the rules and regulations of the Association shall have two votes in the General Council.
b. Life Members shall have one vote each.
c. Institutes admitted as members according to the rules and regulations of the Association shall have one vote only.
d. Chairperson (or selected representative) of the Athletes Committee is eligible for a single voto in the General Coupeil.


## VII. Appeals:

i. An appeal shall lie with the General Council on all decisions of the Executive Council.
ii. The Executive Council shall have the power to entertain appeals over the actions taken by the units and decide on them.
iii. All appeals shall be made within 30 days from the date of the service of the proceedings to the delinquent.

## 8. FINANCES

1. Source of Income:

The fund of the Association shall consist of:
a. Affiliation Fee
b. Donations
c. Aid/Grants from government or semi-government institutions or departments
d. Sponsorship Fee
e. Competition Fee
f. Players Registration Fee
g. Prize money
h. Interest from banks
II. Bank Account:
a. The Association shall have an account in nationalized or scheduled bank or other banks as approved by the Executive Council.
b. The bank account of the Association shall be operated by the Treasurer with the President and Secretary General jointly or severely as decided by the Executive Council.

## III. Audit:

The accounts of the Association shall be audited at least once a year by an Auditor appointed by the General Council.

## 9. MISCELLANEOUS

The Association maly sue or be sued in the name of the Secretary General. A lawsuit can only be file ot the place of headquarters of the Association.


Outgoing office-bearers and EC members shall handover the charge of the office to the incoming office-bearers and EC members at the end of the election meeting of the General Council. The records etc. shall be handed over within 21 days from the date of meeting of the Council with detailed list of things/ records to be handed over.

Any office bearer or persons holding any posts with the Association shall resign immediately in writing to the Association if in any criminal case is filed against that person where the charges have been framed by any Court in India, in respect of an offence which is of serious nature under the Indian Penal Code / Prevention of Corruption Act, in which there is punishment of imprisonment of more than 2 years.

## 10. SECRECY

Every office bearer of the Association, officials, employees, coaches or any other person involved in the working of the Association shall, before entering upon his/her duties, be deemed to have pledged himself/herself to observe a secrecy respecting crucial matters of the Association among themselves, with the members of the association, the public and the press and, thereby pledge himself/ herself not to reveal any of the matters that may come to his/ her knowledge in the discharge of his/her duties except when required to do so by the Executive Council

## 11. AMENDMENTS OF MEMORANDUM, RULES \& BYE-LAWS

Whenever it shall deem fit for the Executive Council that it is advisable to alter, extend, abridge or amend the Rules, it may submit the proposition to all members and units in writing and may convene a Special General Council Meeting for the consideration thereof according to these Rules. All such propositions shall be carried into effect only when it is passed by a majority of three-fifth of the representatives present and voting.

## 12. RESIDUARY POWERS

Any matter not provided for in these Rules shall be dealt with the General Council.

## 13. DISSOLUTION

The Association shall not be dissolved unless its dissolution is decided by a resolution passed at a Special General Council Meeting convened specially for the purpose by a clear majority of three fourth of the members on its rolls and eligible to vote. Any property whatsoever that remains after the clearance of debts and liabilities following such dissolution shall be handed over to the Kerala Olympic Association on such terms and conditions as may be mutually agreed upon or Government.



