



HOSTIA

[HOSUR SMALL AND TINY INDUSTRIES ASSOCIATION]

Plot No: CP-6, Sipcot Industrial Complex-Phase-II
Hosur-635109 TAMIL NADU

Society Registration No: 4/1980 Date: 28.01.1980
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BY-LAWS, RULES & REGULATIONS

AGM-2019

AMENDMENT TO MEMORANDUM OF ASSOCIATION

CLAUSE I

The name of the Association stands changed to “Hosur Small and Tiny Industries Association” and in short known as ‘HOSTIA’

CLAUSE II

The Registered office of the Association stands changed to
Plot No: CP-6, Sipcot Industrial Complex-Phase-II
Hosur-635109 TAMIL NADU

AIMS AND OBJECTS

In aims and objects, wherever, “SMALL INDUSTRIES ASSOCIATION / SIA’ is referred, the same shall be read as “HOSUR SMALL AND TINY INDUSTRIES ASSOCIATION” or in short as ‘HOSTIA’

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[Hosur Small and Tiny Industries Association]

Plot No: CP-6, Sipcot Industrial Complex-Phase-II
Hosur-635109 TAMIL NADU

Society Registration No: 4/1980 Date: 28.01.1980

BYE-LAWS, RULES & REGULATIONS

The By-Laws, Rules & Regulations Have Been Revised / Amended To Read As Under

1. NAME OF THE SOCIETY

“Hosur Small and Tiny Industries Association” or in short as ‘HOSTIA’

2. ADDRESS OF THE REGISTERED OFFICE OF THE SOCIETY

Plot No: CP-6, Sipcot Industrial Complex-Phase-II, Hosur-635109, TAMIL NADU

3. DATE OF FORMATION OF SOCIETY

10th October, 1979

4. REGISTRAR OF THE DISTRICT IN WHOSE JURISDICTION THE OFFICE OF THE SOCIETY IS SITUATED

Office of the Registrar of Societies, Krishnagiri District, Krishnagiri.

5. WORKING HOURS

9.00 a.m. to 5.00 p.m. on all working Days, except for notified Holidays & Sundays.

6. INTERPRETATION

a) 'Association' Means "Hosur Small and Tiny Industries Association" in short known as 'Hostia' having its registered office at Plot No: CP-6, Sipcot Industrial Complex-Phase-II, Hosur-635109 TAMIL NADU

b) "Member/s" means Proprietary, Partnership firms, Public / Private Limited Companies in the Public / Private Sectors, which are registered as Micro, Small and Medium Sector Enterprises engaged in Engineering manufacturing and Engineering Service activities as per the prevailing norms of Government of India as evidenced in Udyog Aadhar Memorandum or per any identification by future notification by Government of India for MSMEs, within the Hosur, Shoolagiri and Denkanikottai Taluks of Krishnagiri District, represented by its Proprietor in case of Proprietary concern or Managing Partner or any one of the partners authorized by Managing Partner in case of firms, Managing Director or any one of the Directors authorized in a Board Resolution in case of Companies, Managing Trustee or any one of the Trustees authorized by Board of Trustees in case of Trusts or Chief Executive Officer or his nominee in case of Societies or in any other statutorily accepted form of unit. A "Member' shall be a member by virtue of payment of yearly subscription fees fixed by BOE from time to time. Subscription shall be paid every year to keep yearly membership alive.

c) 'Life Member' shall be a member who has paid the Life Time Subscription, as decided by the Board of Executives from time to time. Life of Membership is 10 years from the date of joining. Life Membership can be renewed/ extended for another life period of 10 years by payment of Renewal Subscription Fees fixed by BOE from time to time.

d) 'Associate Member' means any Association or Institution or Individual represented by Chief Executive Officer or his Nominee from Krishnagiri District, not registered under Micro, Small and Medium Industries by District Industries Centre/ Krishnagiri District, who are inducted by the Board of Executives. Associate Member shall be a member without voting rights by virtue of payment of Life Time Subscription.

e) 'Patron/s' means any individual, Association or Institution who have contributed substantial amount and / or rendered significant services to further the aims and objects of the association, as per the criteria set by the Board of Executives, who may or may not belong to the category of Registered Micro, Small or Medium Industries located in Krishnagiri District, represented by Self, The Chief Executive officer or his Nominee. Patron Members will not have voting rights if they are not either a member or life member as defined in clauses 6b & 6c. Criteria for selecting patron members shall be evolved and passed by 2/3rd members of BOE at any one of their meetings. Such criteria so evolved shall be brought as a resolution at an AGM or EGM and passed by

majority. Patronage thus provided to Patron members may be limited to a certain number of years after which the term can be either extended or terminated as decided by BOE from time to time.

f) 'Micro, Small and Medium Sector Industry' (earlier called Small & Tiny Sector) shall mean Industries registered with District Industries Centre, Krishnagiri District, under MSME Category, as defined by Government of India from time to time.

g) 'BOARD OF EXECUTIVES', also known as "BOE" shall mean the governing body of the association, duly elected by the member and life members of the association as per the rules.

h) 'Administrative Officer' shall mean the person appointed by the Board of Executives as a whole time employee with assigned targets & tasks, for day to day administration of the association's activities.

i) 'Staff' shall mean the operating staff appointed by the Board of Executives for whole time or part time employment to assist the executive committee / members / Life Members / Administrative officer of the association in discharging the duties under the aims and objects of the association.

j) 'Month' means a calendar month.

k) 'Year' shall mean the financial year, April to March.

l) 'Committee' shall mean the committee / sub committee appointed by the Board of Executives for carrying out the activities under the aims & objects of the association.

7. AIMS AND OBJECTS

The aims and objects of the association shall be as stated in the memorandum of association. Details have been given in Annexure.

8. POWERS

a) The association shall have the powers:

i) To collect subscription from members / life members/ associate members / patrons as prescribed by the Board of Executives (BOE) and also empowered to receive grants or other assistance from Governments or any agency

ii) To become a member of or support other institutions if necessary.

- iii) To establish and maintain office or offices for furtherance of objects of association.
- iv) To hold meetings, arrange exhibitions, lectures, training programs, seminars etc., in order to promote the objects of the association
- v) To purchase or acquire any land, building, equipment, vehicles etc., in its name for fulfilling the objects of the association.
- vi) To invest funds or money which are not required immediately in any manner (as BOE may deem fit) in accordance with any Government Regulation.
- vii) To employ staff as may be considered necessary on payment of salary etc., for carrying on the various activities of the association.
- viii) To frame rules and regulations, to modify or rescind the same from time & time as may be considered necessary.
- ix) To raise any money, to borrow sums of money, to promote the objects of the association and in security of any such monies so borrowed to mortgage, pledge or charge whole or any part of the property, assets or revenue of the association.
- x) To take such action as may be incidental, necessary or conducive to the objects of the association.
- xi) The BOE represented by President / Secretary shall be empowered to give direction on day to day affairs with regard to the business of the association.

9. FUNDS

- a) The funds and assets of the association shall be utilized solely towards the objectives of the association, payment of salaries and other dues to the employees. No part of the funds shall be transferred to any member, past or present, by way of dividend or otherwise, howsoever by way of profit.
- b) True accounts shall be kept of the sums of money received and expended as also of the property, credits and liabilities. These shall be audited by qualified auditors, appointed by the association and be available for inspection by its members at reasonable times.

c) Welfare Activities utilizing Hostia funds shall have separate accounting frame work with specified rules & regulations. A detailed report of the Welfare Activity carried out by Hostia utilizing its fund shall be presented at the ensuing AGM for ratification. (Amendment-2017)

10. The association may sue or be sued in the name of the 'President' or 'Secretary'

11. MEMBERSHIP

a) The membership of the association shall consists of

i) 'Members' as defined under clause 6

ii) 'Life Members' as defined under clause 6

iii) 'Associate Members' as defined under clause 6

iv) 'PATRONS' as defined under clause 6

b) Eligibility of membership shall be by payment of subscription as decided by BOE from time to time

c) All those desirous of taking membership of association shall make an application in the prescribed form appropriate to the category of membership and acceptance of the membership is subject to the approval of BOE

d) Meeting of the association shall be attended by one representative of the class of membership.

e) 'Members' have to pay yearly subscription. 'Life Members' and 'Associate Members' will pay one time subscription for Life. The period of Life is 10 years. The period can be amended by BOE from time to time. Patrons are members honoured so by BOE in acknowledgement of member's liberal contribution by way of funds/ services in advancement of the cause of Hostia and its members over a period.

(Read with Amendments made at EGM/ 19.06.2010 and AGM-2017)

f) The subscription payable will be as decided by the BOE from time to time.

g) Only 'Members' and 'Life Members' are eligible to vote and elect the members of the BOE.

h) Only 'members' and 'Life Members' shall have access to book of accounts, Register of members and records of all meetings and be entitled to attend the BOE meetings.

i) A register of members shall be maintained showing name / address and membership subscription payable.

j) Membership of 'Members' shall automatically cease in the event of arrears of subscription exceeding 2 years dues and readmission shall be only as a new member with approval by the BOE after payment of dues as decided by the BOE.

12. EXPULSION OF MEMBERSHIP

A majority of 3/4th of the members present in a general meeting and entitled to vote and voting by a special resolution can remove any member from the association and this shall take effect immediately on the passing of the resolution.

13. RESIGNATION OF MEMBERSHIP

Any member may withdraw from the association giving 3 months notice in writing to the secretary of his intention to do so provided the subscription and other dues to the association are fully paid up to that date

14. CESSATION OF MEMBERSHIP

Membership shall cease

- a) If there is default in payment of subscription as per rule (11) & (15)
- b) In case of resignation as per Rule (13)
- c) In case of Expulsion as per Rule (12)
- d) If declared as insolvent and / or adjudged to be of unsound mind, by a competent court or is convicted of an offence , Involving moral turpitude, in the event of death or being found guilty of criminal offence, by a special resolution passed by the BOE.

e) If found to be working against the aims and objectives of Hostia or against its growth or found involved in conflict of interests. (Read with AGM Amendment - 2017)

15. SUBSCRIPTION & ENTRANCE FEES

The subscription & Entrance fees payable for different category of membership shall be decided by a special resolution passed at the general meeting of the association.

16. BOARD OF EXECUTIVES (BOE)

a) The affairs of the association shall be managed by a BOE consisting of the following members duly elected at the Annual General Meeting of the association.

I) PRESIDENT

II) DEPUTY PRESIDENT

III) VICE PRESIDENTS

IV) SECRETARY

V) JT. SECRETARIES

VI) TREASURER

VII) BOARD MEMBERS, REPRESENTING DIFFERENT SEGMENTS / REGIONS, AT AN AVERAGE OF ONE BOARD MEMBER REPRESENTING UPTO A MAXIMUM OF 20 MEMBERS.

b) Only members and life members are eligible to hold office of membership of BOE and eligible to vote for electing the office bearers of BOE.

c) The office bearers of BOE shall hold office for a period of 2 years from the date of election or till the 2nd annual meeting after their appointment except those of co-opted members of BOE, whose terms will be till the following annual general meeting.

d) The BOE members holding office / or those who have held office are eligible for holding office for a second term subject to their election at AGM.

e) A member of the BOE absents himself without information / leaves of absence for three consecutive meetings shall cease to be a member of the BOE.

f) A vacancy occurring in the BOE due to non availability of nomination at the AGM or due to cessation of BOE Membership between two elections/ AGM shall be filled by co-option by the existing BOE members' majority decision, with the concurrence of co-opted members after getting their acceptance in writing.

g) The BOE shall have regular meetings at such times as are necessary to carry out the business of the association.

h) (i) The BOE may appoint one or more operating 'committees / sub- committees' to carry out the aim and objects of the association and such committee / sub – committees shall not be held liable in respect of any act done in good faith.

(ii) The BOE may appoint a Disciplinary committee, consisting of four past presidents and the current President, to enquire and find out charges framed on individual member or members who are found to violate or found involved in activities that are in conflict with the objectives, rules, regulations of Hostia.

The member may be suspended for the period of disciplinary proceedings by the BOE. After completion of enquiry the Disciplinary Committee is obliged to submit its findings to BOE for further action. The BOE will discuss on the findings and shall pass with 3/4th majority a special resolution to that effect for further action.

i) The power and functions of the BOE shall be:

- 1) To administer the affairs of the association in accordance with these presents.
- 2) To make, alter and repeal the Bye – laws, Rules and Regulations, through a special Resolution passed at a General Meeting of members.
- 3) To administer the funds of the association
- 4) To raise funds by way of subscription, donation, Grants etc.
- 5) To incur expenditure for conducting the business of the association.
- 6) To sell, mortgage charge or otherwise dispose of or deal with all or any property of the association for promoting the aims and objects of the association, through a special Resolution passed at the general meeting of the members.
- 7) To enroll and improve membership
- 8) To prepare annual statement of accounts and annual reports on the working of the association.
- 9) To appoint sub committees, panels etc., from among the membership of the association for various activities.
- 10) To take cognizance of any matter, which may be brought to their notice, affecting the association or the conduct of any member.
- 11) To interpret these presents subject to the provisions of the societies Registration Act, 21 of 1860 and TN societies Registration Rules & Amendment as existing.

- 12) To appoint administrative officer and staff and fixing their remuneration and responsibilities.
- 13) To participate in committee / Industry associations, and to contribute effectively on matters that are of concern with the aims and objects of the association.
- 14) Generally to do such other things as are conducive to the achievements of the aims and objects of the association.

17. CO - OPTION AND REMOVAL OF BOE MEMBERS

a) The BOE shall have the powers at any time to co-opt the shortfall in its membership and those co-opted shall have all the rights and privileges of an elected member of the BOE and shall vacate office at the next Annual General Meeting immediately following such appointment. They are eligible for re-election at the following AGM to hold office concurrently as member of BOE, but shall retire with the tenure of the existing BOE.

Clauses under Co- Option and removal of “BOE” Members additional sub-clauses 17c & 17d are introduced hereunder to substitute earlier clause 17b to provide for amendments approved at EGM Dt: 19.06.2010

b) Two consecutive years of service as a Co-Opted Board Member will be considered for eligibility for contesting the post of Office of the Board.

c. If such Co-Opted members could not complete two consecutive years of service as Board Member then they may have to contest again as Member of the Board to gain 2 years of continuous service to become eligible to contest future elections to the office positions of the Board.

d. The office of a member of BOE shall IPSO FACTO be vacated if he / she:

i. Tenders resignation in writing and accepted by BOE

ii. Ceases to be a member of the association.

iii. Absents himself without leave / information for three consecutive meeting of the BOE, unless absence is condoned by BOE.

iv. By a resolution on removal to that effect is passed at a BOE meeting.

18. ELECTION AND NOMINATIONS

The procedure for appointment of BOE member shall be as follows:

- a) Membership to the BOE shall be by election by General Body at the AGM of the association, unless co-opted by the elected BOE in case all the posts could not be filled by election / Nomination.
- b) 45 days before the expiry of their term of office the BOE shall appoint an election officer from among the past members of BOE to receive, scrutinize application for BOE membership, conduct election and to declare the duly constituted BOE members for the ensuing 2 years.
- c) The secretary on behalf of the BOE shall call for nomination to BOE membership with a list of eligible members through an application form and nomination received in sealed covers shall be forwarded to the election officer. Call for nomination shall be made with the notice of AGM, 21 days before the date of AGM.
- d) Sealed nominations received by the election officer shall be opened by him at the AGM and shall conduct the elections by secret ballot. In the absence of contest, candidates whose nominations have been received shall be declared elected as unopposed. No fresh nominations shall be received by the Election officer for posts for which nominations are already received.
- e) The election committee through its majority decision has the authority to interpret by-laws, rules and regulations and will have full rights to take final decision on issues related to election during the conduct of Hostia election. (Amendment-2017)
- f) The member who is contesting in Hostia election shall have to sign at two places in the nomination form. While scrutinizing the nomination form if any one of the two signatures is found missing then the member candidate shall be called and given an opportunity to sign in order to avoid rejection. (Amendment-2017)
- g) Any eligible member of Hostia who wants to nominate for any post shall have to clear all forms of dues before nomination and obtain "NOC". The dues shall be paid only by way of 'DD' Demand Draft or through Net Banking. Payment by Cheque will not be accepted. (Amendment-2017)
- h) If any member coming under "write off list" because of non-payment of dues during the past or present will lose membership of Hostia. If the same member wants to retain membership again, then the member shall pay overdue amount with bank interest as on date in addition to new life membership entrance fee. (Amendment-2017)

- i) "NOC" (No-objection Certificate) is one of the eligibility criteria for contesting in Hostia election. It shall be attached with nomination form. (Amendment-2017)
- j) Where all positions of BOE could not be filled with the nominations received, election officer shall call for spot nominations from eligible candidates present and conduct the elections to fill vacant positions. Even after this, if there are vacancies in the BOE, such vacancies can be filled by co-option by elected BOE from among the eligible members.
- k) Self nominations as well as nominations proposed & seconded by an eligible member are acceptable for membership of BOE, but willingness of the members to accept the EC membership post of the Board shall be ascertained by the Election officer.
- l) The elected office bearers of the association shall hold office for 2 years from the date of their appointment or till the 2nd AGM after their appointment.
- m) BOE members co-opted by BOE will hold office till the next AGM and are eligible for reappointment with the concurrence of General body, to hold office concurrent with the remaining period of the BOE.
- n) 'Members' who have paid full subscription upto the date of calling for nomination and life members only are eligible for appointment to the BOE.

ELIGIBILITY CRITERIA FOR MEMBERS SEEKING ELECTION TO VARIOUS POSITIONS OF THE EXECUTIVE COMMITTEE AND EXECUTIVE OFFICE OF THE BOARD:

I. Requirements to be eligible for election as an executive committee Member:

- 1) Any member aspiring for this post should have been a member of this association for a period of not less than two years.
- 2) The member should become a life member on or before he files his nomination forms.

II. Requirements to be eligible for election to any executive officer positions except that of the President, Deputy President and the Secretary:

- 1) The executive office consists of the President, the Deputy President, Vice President, the Secretary, the Joint Secretaries, the Treasurer and the Editor of our magazine "Hostia News". (Amendment - 2017)

- 2) Any member offering his / her candidature for any of the above posts except that of the President, Deputy President & Secretary should have held the position as an Executive committee member for a period of not less than two years (ie one full term of office).
- 3) The member so qualified as above should have an attendance of at least 60% during his last tenure as Executive committee Member or Executive office Bearer.
- 4) The tenure for position of the office of the President, Deputy President, Vice Presidents, Joint Secretaries, and Treasurer shall be one term only (Two years) in that capacity.
- 5) President can co-opt the eligible member as an editor and there is no election process for editor. (Amendment - 2017)

III. Requirements to be eligible for election as Secretary:

- 1) Any member offering his / her candidature for the above post should have held any one of the position of the executive office, except that of the president, the deputy president and past presidents, for a period of not less than two years (i.e. one full term).
- 2) The tenure for the member holding positions of secretary shall be one term only (Two years) in that capacity.
- 3) The member should have had 60% attendance during his last tenure.

IV. Requirements to be eligible for election as Deputy President:

- 1) Any member offering his / her candidature for the above post should have held the position of Vice President/ Secretary/ Joint Secretary or the Treasurer for a period of not less than two years (i.e one full term)
- 2) The member so qualified should have 60% attendance during his last tenure of office.
- 3) The tenure for the member holding positions of Deputy President shall be one term only (i.e., 2 years) in that capacity. (Amendment – 2019)

V. Requirements to be eligible for election as President:

The Member currently holding the position of Deputy President will become President for the next term and there will be no election for the post of President. If a Deputy President for reasons such as demise/ unsoundness of mind/ resignation/ expulsion or any other cause approved by BOE does not offer to take over the Presidentship then nominations can be called from Executive Officers from among the current Board of Executives subject to satisfying the eligibility criteria defined under clause 18.IV. The current President will be a care taker and will be responsible to conduct elections in an EGM/ AGM within 3 months of such vacancy.

19. MEETINGS

- 1) The BOE shall meet as often as required and convened by the president / secretary, but shall definitely meet at least once a month.
- 2) The Association shall hold its annual general meetings to pass the accounts for the previous year, every before 30 th September. 21 days notice shall be given for convening AGM.
- 3) BOE can convene an Extra-ordinary General Meeting to pass any special resolution by giving 21 days notice.
- 4) The association shall hold technical meeting and other meetings at appropriate time and place as determined by the BOE.
- 5) Meetings shall be conducted in accordance with these presents and normal parliamentary procedure shall be followed as far as possible.
- 6) One Hundred of the eligible voting members shall be the quorum requirement for passing of any resolution /special resolution at AGM / EGM.

20. DUTIES AND RESPONSIBILITIES OF MEMBERS OF BOE

A) PRESIDENT

He shall provide continuity for the function of BOE and shall guide the Deputy President to learn and conduct the affairs of the Association fairly in accordance with the Bye-Laws, Rules and Regulations of HOSTIA in order to groom him for the ensuing tenure of office.

He shall be responsible for carrying out the general policies and programmes of the association and shall

- 1) Preside over BOE meetings.
- 2) Preside over the AGM, EGM and other meeting of the association.
- 3) Be in charge of the business affairs & activities as well as the properties of the association.
- 4) Develop and implement plans of the association and ensure that the association is properly represented in other organizations and Government etc to further the cause of it membership.
- 5) Appoint an Administrative officer / Staff in concurrence with BOE members to carry out the day to day administration & activities of the association.
- 6) Perform any other duties that may be assigned to his position by the BOE / membership of the association.

B) DEPUTY PRESIDENT

Deputy President will be the uncontested next President of Hostia and the current term of office offers him a learning experience to carry on the affairs of the association under the guidance of the current President in accordance with the Bye-Laws, Rules and Regulations of Hostia. When President happens to take leave for any reason, the Deputy President will take instructions from the President, and conduct the affairs of the association accordingly. If Deputy President is not able to take over the Presidentship on any circumstance then an EGM has to be conducted to elect the Deputy President. (Amendment-AGM-2019)

C) VICE PRESIDENT

He shall assist the President/ Deputy President in all his activities and preside over the meetings in the absence of both President and Deputy President

D) SECRETARY

He shall be the Chief Executive Officer of the association and Secretary to the BOE. He shall be responsible to:

- 1) Conduct all activities of the Association.
- 2) Function as ex- officio member of all committees and sub committees of the association.
- 3) Prepare minutes of the meetings, record votes at each meeting and distribute minutes to all members of the association.
- 4) Act as secretary to the BOE and distribute / record all meetings of the BOE.
- 5) Supervise all work connected with elections & meetings of the association.
- 6) Receive and file minutes of all other meetings and conferences.
- 7) Maintain names, addresses of membership of the association, its BOE, other committees & conferences.
- 8) Perform all work connected with BOE meetings and AGM / EGM.
- 9) Record all resolutions passed and bring them to the notice of all concerned and present it to General Body whenever required.
- 10) File necessary return to the Registrar of societies in respect of the affairs of the association..
- 11) Represent the association along with president / deputy president, vice presidents and other executive office bearers in Govt. / other industry association, similar associations / meetings to project the problems of members / activities of the associations.
- 12) Handle funds and keep them in the depository in cooperation with the treasurer in accordance with the instructions of BOE.
- 13) Report on the receipts and disbursements of the association and on its assets and liabilities.
- 14) Sign cheques along with the treasurer in absence of the president and pass all bills of the association and if necessary delegate this duty to someone else approved by the EC.

15) Supervise the auditing of the association books and present the accounts of the association with activity report to AGM.

E) JT. SECRETARY

To assist the secretary in the discharge of his duties and acts as secretary in his absence

F) TREASURER

- 1) To keep the accounts of the association and maintain the books of accounts.
- 2) To get the accounts audited and present it to BOE for approval and to general Body together with the secretary.
- 3) To deploy the funds of the association frugally as per the directions of BOE.
- 4) To handle funds and keep them in depository in accordance with the instructions of BOE.
- 5) Report on the receipts and disbursements of association and on its assets and liabilities.
- 6) To sign cheques and settle bills duly certified by the secretary. The cheques shall be signed by the treasurer together with president or secretary.
- 7) To keep the secretary / deputy president/ president informed on all financial matters and incur expenses after due approval of BOE.

G) EXECUTIVE MEMBERS OF THE BOARD

- 1) Participate in the BOE meetings and assist the president / secretary in the activities of the association.
- 2) To approve all expenses connected with the affairs of the association, proposed in the BOE after thorough verification and after satisfied with the bonafides of such expenses.
- 3) To participate in the programmes / projects of the association and to assist the committees / sub committees in their activities.
- 4) To participate / attend seminars / meetings / conferences connected with the furtherance of the aims and objects of the association, as per the advice and direction of President / Secretary.

21. ACCOUNTS

- a) All funds and properties of the association shall be managed by the BOE and the moneys shall be deposited in an account with a scheduled bank approved by the BOE.
- b) All investments / Deposits of funds and their deployment shall have the approval of the BOE.
- c) The Books of accounts & financial records shall be maintained by Treasurer.
- d) All cheques shall be signed by the Treasurer together with President / Secretary.
- e) Impressed amounts may be advanced to members / life members for conducting the activities of the association with the concurrence of the Treasurer, by the President / Secretary.
- f) The accounts of the association shall be audited annually by an auditor appointed at the AGM of association.
- g) BOE may authorize operation of one or more separate accounts for the purpose of accountability of a specific project / projects and permit opening of such accounts with a bank, authorizing operation of such accounts by such persons decided by the BOE. All such accounts will get closed automatically after completion of the projects and funds remaining shall be transferred to the association's main account for incorporation with the annual accounts of the association.
- h) If the auditors resign or becomes unable to do the work, eligible members shall appoint another auditor at the extra ordinary general meeting by a special resolution.
- i) No member of the BOE is eligible to be appointed as an auditor.
- j) Any member of the Association may with the permission of the president and by the previous appointment with Treasurer inspect the books of accounts of the association.
- k) "NOC" (No-objection certificate) Treasurer has to sign the 'NOC' only after ensuring the nominated contestant has cleared all the dues and duly signed with president or secretary. (Amendment - 2017)

NOTE: Dues of Hostia's sister concerns shall also be taken into consideration before issue of "NOC".

22. AMENDMENTS

These rules and regulations may be altered, extended or abridged for any purpose or purposes for which the association is established, subject however to such proposition being agreed to by the votes of 3/5th (three – fifth) of the members of BOE and passed by the special Resolution at the EGM/ AGM convened by the BOE.

23. RECORDS, ACCOUNTS & AUDIT

- a) The annual general meeting shall appoint auditors and fix their remuneration.
- b) The secretary shall keep records of all meetings, maintain the books of accounts with the help of treasurer, Register of membership and may other documents necessary for running the association and the same shall be made available for inspection by 'Member' eligible to vote.
- c) Copies of Bye laws / Rules & Regulations, Receipts & Expenditure accounts and balance sheets shall be made available to the eligible members on application & payment of a prescribed fee as decided by the BOE, except for the current statement of accounts presented at AGM for adoption and first issue of copy of amended Rules, which shall be issued free of cost.

24) DISSOLUTION

- a) The association may be dissolved by a special resolution passed at a general / extra ordinary general meeting convened on the recommendation of the BOE or on the requisition of at least three fourth of the members / Life members eligible to vote. The dissolution shall be effective only if three fourth of such members present and entitled to vote decide on the dissolution.
- b) Upon dissolution the property and funds of the association that remain after full satisfaction of liabilities of the association shall be transferred or paid to some other association with similar aim and objectives and such a decisions shall also be taken together with the passing of resolution and dissolution.
- c) If the association shall be insolvent, the liability of those who were members on the day preceding the commencement of winding up shall be limited to one year's subscription in case of member and 1/10th of subscription paid in case of life Members.

25. GENERAL

- a) The rights of membership shall be exercised by a representative of the organization whose name shall be notified to the president of the association.
- b) The funds of the association shall be spent only to the attainment of its objects and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means.
- c) All the provisions of Tamil Nadu Societies Registration Act of 1975 and rules made there under will apply to the association and these rules shall be binding on the association and all membership thereof.
- d) Where the Bye laws are written in more than one language, for the purpose of interpretation, the English version shall hold good. (EGM Amendment on 19.06.2010)
- e) Hostia is a Non-political & Non sectarian, NGO Welfare association.
(Amendment-AGM-2017)

ANNEXURE

AIMS AND OBJECTS OF HOSUR SMALL AND TINY INDUSTRIES ASSOCIATION

1. To promote and protect the Micro, Small & Medium Industries (MSME) in Hosur / Shoolagiri & Denkanikottai Taluks of Krishnagiri District.
2. To take all steps to protect and promote the general interests of the persons engaged in Micro, Small & Medium Industries (MSME) in Hosur / Shoolagiri & Denkanikottai Taluks of Krishnagiri District.
3. To consider and formulate opinions unto all matters connected with the Micro, Small & Medium Industries (MSME) in Hosur / Shoolagiri & Denkanikottai Taluks of Krishnagiri District.
4. To create and encourage a fellow feeling and co-operation among the manufacturers and consumers in Micro, Small & Medium Industries (MSME) in Hosur / Shoolagiri & Denkanikottai Taluks of Krishnagiri District. and to evolve a common policy on all subjects involving their common interest.
5. To collect, classify and circulate statistics and other information relating to commercial interests in general and Micro, Small & Medium Industries (MSME) in particular.

6. To promote beneficial and other measure relating to the Micro, Small & Medium Industries and thus obtain by all acknowledged means the redress as far as possible of grievances of the Industrialists in Micro, Small & Medium Industries (MSME).
7. To adjust and settle disputes or controversies between the members of the Association.
8. To establish just and equitable principles regarding the affairs of the Micro, Small & Medium Industries (MSME).
9. To communicate with and make representations to authorities and Chambers of Commerce and other Mercantile and Public Associations throughout India, connect and promote measures for the protection and furtherance of the Micro, Small & Medium Industries (MSME) and the common good of the persons engaged therein.
10. To acquire by purchase, gift, lease or otherwise, lands and buildings, properties, movables and immovables which the association may from time to time think proper to acquire for purpose of the Association.
11. To act as Agents, Stockists, Distributors for the controlled and such other commodities for the benefit of the Members of the Association and Registered Micro, Small & Medium Industries (MSME).
12. To organize or conduct such services for the benefits of the Association and its Servants and employees without profit, as the Association may require from time to time and to receive donations therefore.
13. To maintain a library of Books and Publications and Literatures on Micro, Small & Medium Industries (MSME), so as to diffuse commercial information and knowledge amongst the member of the Association.
14. To borrow or raise money with or without accruity or guarantee or to receive money at interest or otherwise in such manner as the Association may think fit and as security for any such money so borrowed, raised or received, to mortgage, pledge or charge the whole or any part of the property, assess or revenues of the Association present or future necessary for fulfilling any of the objects or purpose of the Association.
15. To subscribe to become a member of and co-operate with any other organization, whether incorporated or not, whose objects are wholly or partly identical with, or similar to those of the Association, and to procure from and communicate to any such Organization such information as may be likely to further the objects of this Association.

16. To organize, encourage, subscribe to, propagate for, and to promote technical, scientific, vocational and general education to the people and to establish vocational training Institutes where theoretical and practical training will be provided.
17. To publish scientific, technical, vocational and general educational literature in Indian languages and to propagate gradually the education of the citizens of South India in the respective languages.
18. To arrange practical training in the various establishments and industrial units and work-shops that are available in South India and to prepare the necessary personnel for operating and manipulating such industrial establishments as may grow, according to the needs, skill and capacities of the citizens of South India.
19. To maintain a list of skilled workmen and to get into contact with industrial Establishments all over South India and to provide suitable employment for such men.
20. To carry on all the objects mentioned above and also every other act and thing that may be required for the purpose of propagating and developing technical scientific, vocational and general education leading to constructive work amongst the Micro, Small and Medium Industries and to do all or any of these things and any other thing that may be determined from the to time.
21. To organize, establish and to create such Institutions and organizations and to affiliate them to this body and to encourage, finance, organize, facilities and conduct such educational and cultural activities as may be found necessary for the fulfillment of the growing life of the citizens of South India.
22. To produce, print, publish, circulate and distribute at equitable prices such literary, scientific and technical materials in the shape of books, periodicals, journals, necessary for the fulfillment of the objective hereto fore- written.
23. To accept gifts, donations, benefactions etc., from any person or persons, associations, institutions, societies, companies, organizations and States and Governments.
24. To give donations to organizations or institutions, that may have and work out similar objects as those of this Association and to individuals for facilitating the evolutionary development of their personally to in conformity with the objects of this Association.
25. To all such things as are incidental, or conducive to the attainment of the above objects or any of them, including the founding and the maintenance of a library or libraries, educational and cultural centre or centres.

26. To open, organize and conduct emporiums and to conduct and partake in exhibitions etc.,
27. To organize, conduct and run co-operative societies.
28. To open, conduct and run a printing press and public periodicals.
29. To conduct and organize competitions and to give prizes and testimonials to the winners, from time to time.
30. To make representations for and on behalf of the members of the association in public bodies, Quasi – Government bodies etc.
31. To render, assistance to members in legal, Government aid, Import and Export quotas and advice members on layout problems, trademark's etc.,
32. To open, organize and conduct workshops for the benefit of the members.
33. To run research centres, model institutions and to render all such technical aid as may be required to the members of the Association as far as possible.
34. To do all such other acts and things as may be necessary and conducive to the presentations, furtherance and expansion of the Micro, Small & Medium Industries (MSME) in South India for incidental to the attainment of the above objects or any of the., The income and property of the Association, however derived shall be applied solely towards the promotion of the objects of this association as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise however as profit to the persons who at any time, are / or have been members of the Association or to any of them or to any person claiming through or under any of them. PROVIDED, that nothing herein contained shall prevent the payment in good faith or remuneration or allowance or honorarium to any officers or servants of the Association or service actually rendered to the Association, or the payment of interest on money borrowed from any member of the Association. At the time of adoption of these Memorandum of Association and Rules and Regulations the following shall hold office until a new Committee is constituted in accordance with these presents.

**AMENDMENT RESOLUTION PASSED TO BYE LAWS, RULES AND REGULATIONS
OF HOSTIA AT EGM HELD ON 19.06.2010**

1. Wherever DHARMAPURI Dist. is mentioned, the same shall be corrected as KRISHNAGIRI Dist.
2. To add clause (d) under 25 General

(25 d) Where the Bye laws are written in more than one language, for the purpose of interpretation, the English version shall hold good.
3. Issue certificate of Attendance to all Board members from Hostia.
4. Associate member “10 year period” onetime payment rule 11 (e). The associate members need not pay yearly subscription. They can pay a onetime payment as applicable at the time of joining Hostia which would be a period of 10 years.
5. Delete Associate members mentioned in clause 11 (e) and in place of “for life” mention “for the specified period”. In clause 11 j “and Associate Members” shall be deleted.
6. Life members have to Pay Rs.1000/- once every 10 years. Effective date to be date of Joining
7. It was decided to have a quarterly report regarding accounts of Hostia to ensure clarity of accounts at the AGM of Hostia. The report shall be displayed on Hostia office Notice Board.
8. The Executive Committee shall be renamed Board of Executives, also known as “BOE”. This is required to clearly demark Executive office bearers (EO) from Executive Committee members (E.C). Both E.O’s and E.C’s constitute the Board of Executives.
9. To ensure better awareness and reachability of Hostia at least one meeting of the Board of Executives shall be held in each region per year.
10. Co- Option and removal of “BOE” Members. Additional clause 17b & 17c are introduced to substitute earlier clause 17b to 17d.
 - b. Such Co-Opted members if already in the BOE, the two years continuous service shall be taken into consideration i.e., period served in the immediate earlier position.
 - c. If Co-Opted members are not in the current BOE and if two years continuous services is not possible due to late entry into the board a fresh term of 2 years can be considered for contesting any eligible post as applicable.

11. ID cards must be needed for exercising vote, either photo or printed form to be obtained from Hostia. Identity cards based on no dues and completion of one year membership.
12. Proxy Voting will be allowed. Owner needs to sign and certify on Letter Head. Proxy form will be issued by HOSTIA.
13. To modify clause 18 (f) as under. Delete “self nominations as well as” to read “The nominations proposed & seconded by an eligible member are acceptable for membership of “BOE”.
14. Under Section 11g the words “Provided that they have been a member of the association for one complete year and should not have any dues outstanding to the association as on 31st of March every year” shall be added.

Special concession provided to members for the current year ending March 2010.

15. It was decided to amend number of E.C members i.e., one EC member for 20 members region wise. To modify Rule 16 a – VII, of Election Procedure.
16. It was decided to allow the President to Co-Opt one member each per region as per his choice subject to eligibility norms, over and above the existing Board of Executive members.
17. Decided to have one Joint Secretary for each region.
18. To prepare Ballot Paper through lots among contestants to facilitate fairness through positioning of their names on the Ballot paper.
19. The eligible member can propose or second one candidate for any one post
20. Change last date for receiving nominations. The acceptance and withdrawal of nominations must be planned in such a way as to close by one week ahead of AGM.
21. Clause 18 (d) to be suitably modified. The nominations shall be opened at Hostia office by election officer instead of AGM, next day of the withdrawal date.
22. V.P. and Regional Joint Secretary along with E.C. members Region wise elected to give oath one by one as a team at the AGM.
23. The EC members elected from the respective regions will have to compulsory serve the region.

EC members elected to serve their respective region would draw lots among themselves to know the areas within their respective region to be served. This has been implemented to ensure all Industries are taken care of within the region demarked.

24. It was decided whether to give Single / Double attendance to BOE members if they are on Hostia work locally and double attendance for outstation work during the period of schedule meeting of Hostia and the same should be recorded and noted in the minute's book.

25. Vice President of Respective regions or Regional Joint Secretary to certify member eligibility status.

26. It was decided to bifurcate the region based on region size and proximity of Industries to render better service and interaction among members and also include one more Region V by using the powers conferred to Hostia vide 8 (VIII) and 8 (X)

Region I - SIDCO Phase 1 - 10, Zuzuvadi, Sipcot - 1

Region II - Rajeswari Layout, Bedrapalli

Region III - Mookandapalli, ESI, Dharga, Chinna Elasagiri, Bagalur Road,
Electronic Estate, New Sidco, Kamaraj Colony

Region IV - Sanasandaram, Sipcot - II, Alasanatham, Krishnagiri Road,
Denkanikottai Road, Rayakottai Road

Region V - Thalli Road, Kothakondapalli, Belagondapalli.

Proof of Eligibility:

27. Self declaration giving details establishing eligibility by Prospective members standing / contesting for posts to be mentioned in the nomination forms.

28. Handing over / Taking over of charge by new Team regarding accounts to be done within 15 to 30 days of AGM date.

29. Emergency meetings not to be taken into account for computing 60% eligibility norms. Members attending late for the meeting also would lose attendance.

**AMENDMENT RESOLUTION PASSED TO BYE LAWS, RULES AND REGULATIONS
OF HOSTIA AT AGM HELD ON 26.09.2019**

1. Wherever the nomenclature 'Small and Tiny Industries' are mentioned the same is substituted with 'Micro, Small & Medium Industries (MSME) in tune with the current usage.
2. Wherever 'EC' is mentioned the same is substituted with 'BOE' in tune with amendment AGM-2017.
3. Clause-2: The Registered office of the Association stands changed to Plot No: CP-6, Sipcot Industrial Complex- Phase-II, Hosur-635 109, TAMIL NADU.
4. Clause- 6b: The definition of members of association has been defined thus:

"Member/s" means Proprietary, Partnership firms, Public / Private Limited Companies in the Public / Private Sectors, which are registered as Micro, Small and Medium Sector Enterprises engaged in Engineering manufacturing and Engineering Service activities as per the prevailing norms of Government of India as evidenced in Udyog Aadhar Memorandum or per any Identification by way of future notification by Government of India for MSMEs, within the Hosur, Shoolagiri and Denkanikottai Taluks of Krishnagiri District.
5. Clause- 6e: Criteria for selecting Patron members elaborated thus:

Patron Members will not have voting rights if they are not either a member or life member as defined in clauses 6b & 6c. Criteria for selecting patron members shall be evolved and passed by 2/3rd members of BOE at any one of their meetings. Such criteria so evolved shall be brought as a resolution at an AGM or EGM and passed by majority. Patronage thus provided to Patron members may be limited to a certain number of years after which the term can be either extended or terminated as decided by BOE from time to time.
6. Clause- 16a-I & II: The office of Immediate Past President deleted (16a-I) and a new post of Deputy President is introduced in its place (16a-II)
7. Clause-16h (ii): The BOE may appoint a Disciplinary committee, consisting of four past presidents and the current President, to enquire and find out charges framed on individual member or members who are found to violate or found involved in activities that are in conflict with the objectives, rules, regulations of Hostia.

The member may be suspended for the period of disciplinary proceedings. After completion of enquiry the Disciplinary Committee is obliged to submit its findings to BOE for further action. The BOE will discuss on the findings and shall pass with 3/4th majority a special resolution to that effect for further action.

8. Clause- 18: Eligibility Criteria for newly created post of Deputy President (IV) defined and President (V) added thus:

V. Requirements to be eligible for election as President:

The Member currently holding the position of Deputy President will become President for the next term and there will be no election for the post of President. If a Deputy President for reasons such as demise/ unsoundness of mind/ resignation/ expulsion or any other cause approved by BOE does not offer to take over the Presidentship then nominations can be called from Executive Officers from among the current Board of Executives subject to satisfying the eligibility criteria defined under clause 18.IV. The current President will be a care taker and will be responsible to conduct elections in a EGM/ AGM within 3 months of such vacancy.

9. Clause-19-6: Quorum requirement at any AGM/ EGM modified thus:

One Hundred of the eligible voting members shall be the quorum requirement for passing of any resolution /special resolution at AGM / EGM.

10. Clause-20-B: Duties and Responsibilities of Deputy President defined thus:

Deputy President will be the uncontested next President of Hostia and the current term of office offers him a learning experience to carry on the affairs of the association under the guidance of the current President in accordance with the Bye-Laws, Rules and Regulations of Hostia. When President happens to take leave for any reason, the Deputy President will take instructions from the President, and conduct the affairs of the association accordingly. If Deputy President is not able to take over the Presidentship on any circumstance then an EGM has to be conducted to elect the Deputy President. (Amendment-AGM-2019)
