

MEMORANDUM

&

RULES & REGULATIONS

OF ASSOCIATION



YOUTH HOSTELS ASSOCIATION OF INDIA

5, NYAYA MARG, CHANAKYAPURI, NEW DELHI-110021

YOUTH HOSTELS ASSOCIATION OF INDIA

MEMORANDUM OF ASSOCIATION

I. NAME

The name of the Association shall be the YOUTH HOSTELS ASSOCIATION OF INDIA.

II. LOCATION

The Registered Office of the Association shall be located in the National Capital Territory of Delhi.

III. AIMS AND OBJECTS

(i) The objects for which the Association is established are :

- (a) to help especially young people of limited means, to acquire a greater knowledge, love and care of the countryside, its beauty spots, historic sites, buildings etc., by providing hostels or other simple accommodation in their travels and thus to promote their health, rest and education and recreational facilities;**
- (b) to foster friendly relations between the rural and the urban people;**
- (c) to promote inter-state and international contacts without distinction of class, colour or creed by providing a meeting ground in the homely, healthy atmosphere of youth hostels and their environments;**
- (d) to imbibe reverence for all life, nature and creations;**
- (e) to collect, compile and publish any information concerning centres of varied types of interests - scenic, historic, architectural, industrial and the like;**
- (f) to organise Trekking Programmes, Cycle**

Trails, Environment Preservation Programmes, Games, Sports and other like activities;

- (g) to organise educational and sight seeing tours within the country or abroad for youth groups;**
- (h) to organise and promote cultural shows and activities for encouraging youth talent;**
- (i) to hold lectures, exhibitions, conferences, seminars and training to educate the youth of India on the pleasures and value of travel and open-air activities like camping and hiking, hang gliding, flying, skiing, mountain climbing and other adventure activities;**
- (j) to organise or otherwise help in the conduct of voluntary work camp either of a national character or an international one;**
- (k) to diffuse and disseminate useful knowledge regarding the beauty spots, historic sites and project areas within the country by establishing libraries and by such other means;**
- (l) to co-operate with the Youth Hostels Associations in other countries, the International YH Federation/Hostelling International and any other international organisations/agencies having similar aims, objectives and activities;**
- (m) to educate our youth to a democratic way of thinking and living, through use of libraries and such other means;**
- (n) to acquire by gift or otherwise organise or maintain furnished or unfurnished houses, camp sites, school or college hostels and**

such other premises where sleeping accommodation, washing and cooking facilities are provided on a virtually no profit no loss basis;

- (o) to secure more amenities and concessions to young travellers thus making travel within easy reach of everyone;**
- (p) to acquire, purchase, take on lease or exchange, hire or otherwise, any movable or immovable properties;**
- (q) to sell or mortgage, lease, dispose of or otherwise deal with all or any of the properties of the Association;**
- (r) to borrow or raise money in such manner as the Association may deem fit;**
- (s) to invest any money of the Association not immediately required for all its objects in such manner as may from time to time be determined;**
- (t) to amalgamate any Society, Association, Institution, Company or other body whether corporate or not or to purchase, acquire or otherwise takeover the properties, assets, liabilities and engagements of any such bodies;**
- (u) to affiliate or work in co-operation with institutions or societies which have similar objects, aims and activities;**
- (v) to give gifts, donations to Association of Persons, Trusts, Institutions or Schools or College Hostels who are helping all especially the Young people of limited means by travel and promoting their health, rest, education and recreation facilities;**

- (w) to do all other things as are incidental or conducive to the attainment of all or any of the objects set out above;
 - (ii) The income, money and properties of the Association in whatever manner derived, will be applied solely towards the maintenance, upkeep and improvement of the Association and for the promotion of its objects and ideals and no portion thereof shall be paid or transferred by way of profits to the members of the Association. This shall not preclude the Association from paying any suitable remuneration or honorarium to members in return for any services rendered.
 - (iii) No activities shall be carried out for profit and no money shall be spent outside India without the approval of the Central Board of Direct Taxes.
 - (iv) If upon dissolution of the Association, there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be disposed of in accordance with the provisions of the Section 14 of the Societies Registration Act of 1860.
- IV. All disputes arising between the Association and any of its constituent units or its members and / or any other parties shall be subject to the jurisdiction of the Delhi High Court only.
- V. Name, address and occupation of Members of the Committee to which the management of the Association has been entrusted by Rules and Regulations of the Association are :

	Name	Address	Occupation
(1)	Mrs Shanti Kabir	3, Clive Road, New Delhi	Chairman, YHA of India Mehrauli, New Delhi
(2)	Shri Guru Dutt Sondhi	Bamboo Lodge, Subathu, Shimla Hills	Honorary Adviser on Youth Welfare, Ministry of Education Govt., of India, New Delhi
(3)	Prof. M. Mujeeb	Jamia Nagar, New Delhi	Vice-Chancellor, Jamia Milia Islamia, New Delhi
(4)	Shri Sucha S. Khera	1, York Road, New Delhi	Secretary, Ministry of Production Govt. of India, New Delhi
(5)	Shri Som Nath Chib	Deputy Secretary, Ministry of Transport, Govt. of India, New Delhi	As against col. 2

Name		Address	Occupation
(6)	Mrs. Muriel Wasi	88, Kotah House New Delhi	Assistant Education Adviser, Ministry of Education, New Delhi
(7)	Shri Ramachandra G. Padki	Youth Hostels Association of India, Mehrauli, New Delhi	National Secretary, YHA of India, Mehrauli, New Delhi
(8)	Shri K. G. Vaidyanathan	Regal Buildings, Parliament Street, New Delhi	National Secretary, Bharat Scouts and Guides, New Delhi

We, the undersigned whose names and addresses are given below are desirous of being formed into an Association in pursuance of this Memorandum of Association :

Name		Address & Occupation	Signature
1.	Shanti Kabir	As Above	sd/
2.	G.D. Sondhi	-do-	sd/
3.	Muriel Wasi	-do-	sd/
4.	R.G. Padki	-do-	sd/
5.	M. Mujeeb	-do-	sd/
6.	B.P.L. Bedi	-do-	sd/
7.	Sucha S. Khera	-do-	sd/
New Delhi			
30 January, 1956			

YOUTH HOSTELS ASSOCIATION OF INDIA

RULES AND REGULATIONS

(As revised upto 31-05-2014)

*** “Wherever the expression ‘National Secretary’ appears in the Memorandum and Rules and Regulations of the Association, this will be substituted by the expression “Chief Executive Officer”.**

I. DEFINITIONS

“Association” means the above named Youth Hostels Association of India.

“Council” means the National Council of the Youth Hostels Association of India.

“Executive Committee” means the National Executive Committee.

“State Branch” means a recognised branch of the Association functioning within a specified civil administrative area. The term “State” shall include branches functioning in the Union Territories such as National Capital Territory of Delhi and other areas administered by the Central Government.

“State Council” means the Council of management constituted by the State Branch of Y.H.A. of India

“State Executive Committee” means the Committee constituted by the State Council.

The “Unit” shall mean a recognised body of a district in any state.

Unless the context otherwise requires, expressions defined in this constitution shall have the meaning so defined, as above.

Words importing masculine gender only shall include the feminine gender.

Words importing singular gender only shall include the plural and vice versa.

***Amended vide resolution dated 07-12-2008**

And words importing persons shall include organisations also.

II. MEMBERSHIP

(1) Eligibility

Membership of the Association shall be open to every Indian Citizen within the prescribed age group, who desires to understand and appreciate the culture, language and heritage of the people, as also its scenic beauty and splendour through travel, provided he agrees to abide by the rules and regulations of the Association.

(2) Classes of Membership

- (i) *Annual Members*** : Those who pay an annual membership fee and whose applications have been accepted and membership cards issued;
- (ii) *Life Members*** : Those who pay the prescribed subscription in a lump sum and whose applications have been accepted. Junior members, however, shall not be enrolled as Life members;
- (iii) *Institutional Members*** : Recognised Educational Institutions which pay an annual fee as fixed by the Council from time to time;
- (iv) *Honorary Members*** : Persons on whom the Council has conferred honorary membership for life in recognition of the meritorious services rendered by them to the Association;
- (v) *Affiliated Organisations*** : Those organisations that have affiliated themselves to the Association by paying the requisite fee and whose affiliation has been approved by the Council according to the rules. Affiliation shall also be accorded to organised

societies, clubs or groups of individuals having similar aims and objectives as the Association;

- (vi) *Co-operation Institutions* : Institutions or organisations which, though not affiliated, are extending their full co-operation in furthering the activities of the Association and are accepted as such by the Council.
- (3) Intending persons/institutions/organisations shall apply for membership to the Chief Executive Officer of the Association on a prescribed form either directly or through a recognised Unit or State Branch or an ad-hoc committee.
- (4) The scale of membership fee for the different classes of membership shall be as decided by the Council from time to time.
- (5) Membership normally runs from 1st January to 31st December. But persons enrolling themselves after 1st October in any year, will be entitled to the privileges of Membership till the end of the following year.
- * (6) Persons, who hold valid membership cards for the year, are entitled to the privileges of membership.
- (7) The minimum age for admission to membership is ten years. Persons between ten and eighteen years of age, shall be enrolled as Junior Members. Such members are not allowed to use the hostels unless they are accompanied either by their parents or by their guardians who are themselves adult members of the Association. In case of Educational Institutions, a teacher-leader of the same sex as the Junior Members could be incharge of the Junior Members of the Institution, provided he/she is in possession of a Leader Card.

*Amended vide resolution dated 22-4-2007

These Junior Members shall be known as beneficiaries and shall not be members within the meaning of Section 15 of the Societies Registration Act.

- (8) Members shall have the right to stay in any of the Youth Hostels in India or abroad, subject to the rules and discipline governing them.**
- (9) Every member of the Association, whether registered through a State Branch, recognised Unit or directly at the National Office, shall receive a membership card.**
- (10) Membership cards are and shall remain the property of the Association. The Executive Committee shall have the power to expel any member at any time without showing cause. The State Executive Committee/Council or a recognised Unit/Committee shall have the same power in regard to any member registered in that Branch.**
- (11) The Association has the right to reject any application without assigning any reason.**
- (12) A member ceases to function as a member :
 - (a) if he sends in his resignation to the Chief Executive Officer (in case of Trusts, organisations and such other bodies on whose behalf he is a member, the resignation to be sent through that body) or to the State Secretary or the Unit Secretary;**
 - (b) if he remains in arrears of any dues to the Association personally or by the body in case the member represents a body; and**
 - (c) when expelled vide sub-clause 10 above.****
- *(13)**
- (14) In case of any question regarding the validity of any type of membership, the membership of**

*Omitted vide resolution dated 10-4-2004

such a person may be determined by a resolution of the Executive Committee. The Executive Committee shall not however be under any obligation to state any reasons for the decision arrived at.

***II-A**

- (1) No member shall be entitled to the right to vote at any election whether the Unit, State or National level unless he has been a member of the Association for at least three consecutive years;**
- (2) After three years of the formation of a Unit no member shall be eligible to hold any office of the Unit unless he has been a member of the Association for at least three consecutive years.**
- (3) No member shall be eligible to hold any office at the State level unless he has held an office at the Unit level for at least three consecutive years.**
- (4) No member shall be eligible to hold any office at the National level unless he has held an office at the State level for at least three consecutive years.**

Provided that the qualification prescribed in paras (2), (3) and (4) above shall not be applicable for the election to the office of the President at Unit, State and National Level.

- (5) For the purpose of this rule, membership of an Executive Committee or Council and the office of the Life Trustee shall be deemed to be an office equivalent to that of a Unit, State Branch or National Level, as the case may be, and this rule will apply there to accordingly.**
- (6) The qualifying period of three years referred to in this rule shall be reckoned as on the last date fixed for filing nominations for any election.**
- (7) The National Executive Committee may grant exemption from the application of this rule to a**

*II-A (1) to (8) inserted vide resolution dated 10-4-2004 and 22-4-07

newly established Unit or State Branch for any other sufficient reason for a such period and subject to such conditions.

- (8) This rule will override anything to the contrary, express or implied, in any other part of these Rules and Regulations.**

III. AFFILIATION

- (1) Affiliation to the Association is open to any recognised Youth Movement, Youth Organisation, or a Student body whose aims and activities are in line with those of the Association.**
- (2) The affiliation fee be Rs. 100 per annum or as decided by the Council from time to time.**
- (3) In principle, organisations which are functioning at the local or State level should seek affiliation only through the recognised State Branches of the Association. Such affiliation shall entitle them to send representatives to the State Council. In exceptional case, however, the National Council shall have the power to sanction affiliation to any organisation provided it's application for affiliation has not been turned down by the State Council.**
- (4) The Central body of an All India organisation may seek direct affiliation to the Association. Such affiliation shall entitle the affiliated organisation to send one representative to serve on the National Council.**
- (5) In instances where that affiliated body has well defined state branches or provincial bodies, the question of representation of such bodies on the corresponding State Councils of the Association shall be governed by the terms of affiliation as mutually agreed upon.**
- (6) State Branches of all India Organisations may be affiliated to the State Branches of the YHAI, even in case their central body is not affiliated.**

- (7) All the members of the affiliated organisations shall be given the facility of enrolment at a concessional rate, as may be decided by the Council from time to time, provided their applications are countersigned by the Secretary of the organisation or his authorised nominee.

IV. MANAGEMENT

The Association shall govern its recognised State Branches and Units and Ad-hoc Committees and manage all the matters connected with the Association through the National Council and its Executive Committee.

V. NATIONAL COUNCIL

A. Composition :

The National Council of the Association shall consist of :

- (1) The President.
- (2) One or more Vice-Presidents but not exceeding four.
- (3) The National Chairman.
- (4) The National Treasurer.
- (5) The Chief Executive Officer.
- (6) Presidents/Chairmen of State Branches.
- (7) Hony. Secretaries of State Branches.
- (8) Two elected representatives from each of the duly constituted State Branches and recognised as such by the Association. (Provided one additional representative for every 500 members or part thereof over and above a minimum of 1000 members. Also provided that the maximum numbers of elected members from any State be SIX).
- (9) Founder-members of the Association on whom Honorary life-membership has been conferred by the Association.

- (10) ONE Representative from each Affiliated National Organisation.
- (11) ONE Representative from each National Voluntary Organisation co-operating with the Association and recognised as such.
- (12) Immediate retiring President and National Chairman.
- (13) Co-opted members not exceeding SIX, nominated by the Council.
- (14) One representative each from the Department of Youth Affairs and Sports, Department of Tourism and such other governmental or non-governmental agencies as may be decided upon by the National Council from time to time.

B. Term

The life of the National Council shall be three years, reckoned from the date of the first meeting of the newly elected Council: provided that the Council may continue in office until its successor is formed : also provided that the retiring members shall be eligible for re-election/nomination/appointment as the case may be.

C. Vacancies

Any vacancy in the National Council shall be filled by appointment/election/nomination by the same body, which filled the membership.

***D. Secretary**

The Chief Executive Officer shall be the Secretary of the National Council.

E. Powers and Functions

- (1) The National Council shall be the supreme body of the Association, governing its policy and activities.

*National Secretary is substituted by the Chief Executive Officer vide resolution dated 7.12.2008

- (2) The National Council shall have the power to appoint committee/committees, sub-committees with or without the right to co-opt, to appoint honorary or paid officers to help carry out any administrative/organisational/training plans or for such other purpose for which they have been formed and also to delegate any of its power.**
- (3) The National Council shall have the power to frame or rescind the bye-laws for the conduct of its business and not inconsistent with the statutes of the 'Central or State Governments', but shall not have the powers to amend or change the rules regarding the formation of the Trust or appointment of Trustees vide Clause VIII.**
- (4) The National Council shall be responsible for providing the necessary finances towards the administrative expenses of the Association, the maintenance and running of the hostels owned and controlled by it, or for any other special project/scheme it may undertake in the interest of the movements, in the country.**
- (5) The National Council shall at its annual meeting :**

 - (a) Consider and adopt the Annual Report and the Audited Statement of Accounts and the Balance Sheet for the period covered by the report.**
 - (b) Consider and adopt with or without amendments/adjustments, the budget estimates for the ensuing year.**
 - (c) Consider the resolutions and subjects of which due notice has been given.**
 - (d) Consider such other matters which have been brought before the Council by a member of the National Council as an IMMEDIATE and URGENT subject, not in the**

form of a formal resolution, but for which FIFTEEN days notice has been given in writing to the Chief Executive Officer.

- (e) Consider such matters as have been tabled by the National Executive Committee.
- (f) Elect/appoint members of the National Executive Committee as provided in the rules, when it is due.
- (g) Appoint an auditor for the relevant year.
- (h) Consider other matters not included in the Agenda but which are brought before the Council by a member or members with the permission of the President.
- (i) Appoint any Honorary Officers.
- (j) Elect office-bearers of the Council; for the ensuing term, when due.

*****E-(I) CHIEF PATRON**

The Hon'ble President of India shall be invited to become the Chief Patron of the Youth Hostels Association of India.

F. OFFICE BEARERS

***1. *President* :** The President shall be elected by the National Council from amongst the general members of the Association or a non-member, if in the opinion of the National Council such a non-member's election will be of benefit to the Association. He shall preside over the meetings of the National Council.

****2. *Vice-Presidents* :** The Vice-President one or more but not exceeding four, shall be elected by the National Council from amongst the general members of the Association. In the absence of

****** Addition vide resolution dated 10-4-2004

***** Amended vide resolution dated 22-4-2007

******* Addition vide resolution dated 3-5-2014

the President, one among the Vice-Presidents present at the meeting will preside over the meetings of the National Council.

3. **National Chairman** : The National Chairman shall be elected by the National Council from amongst the general members of the Association. His powers and functions shall be :

- (a) to organise and promote the effective working of the Association and the State Branches;
- (b) to act in conjunction with the National Executive Committee, in all matters concerned with the finance and the properties of the Association;
- (c) to take relevant steps in consultation with the National Executive Committee in the matter of appointment and retirement of salaried officers and other officials of the Association and be generally responsible for the efficient running of the National Office;
- (d) to appoint staff and to fix their emoluments;
- (e) to perform or arrange for the performance of the function of the State Chairman in any State during vacancy/emergency, to be responsible for the progress of the movement in the States and to require adherence to Policy, Organisation, Aims and Rules and the bye-laws of the Association by all States;
- (f) to derecognise any State Branch or Unit for non-performance of regular activities, non-enrolment of minimum number of members, non-submission of audited accounts and for any other cause deemed sufficient in the interest of the Association and to

appoint an Ad-hoc Committee for a specific period for recognition of such State Branch or Unit. All Units of the State Branch are to co-operate with such Ad-hoc Committees;

- (g) to arrange for the production of publicity material, literature, translation of important books into regional languages etc., wherever and whenever necessary;**
- (h) to delegate his functions in part or whole to any other office-bearer for specific periods, reasons and purposes;**
- (i) to authorise, in special cases, expenditure in excess of the budget estimates already passed for the period, subject to the limit to be laid down from time to time by the National Executive Committee by a resolution, or such expenditure as shall be subject to ratification at the next meeting of the National Executive Committee;**
- (j) to decide about any programme to be organised jointly with any other organisation if it is in the interest of the Association. Any such decision is however to be ratified by the Executive Committee in its next meeting following the decision;**
- (k) to invite for any particular meeting of the National Executive Committee, one representative from any recognised Unit or Ad-hoc Committee from each such State which does not have an accredited State Branch.**
- (l) To be ex-officio Chairman of the National Executive Committee, with power and authority to make officiating arrangements for the performance of duties of various officers and functions, whenever necessary.**

4. **National Treasurer** : The National Treasurer shall be elected by the National Council from amongst the general members of the Association. His functions shall be :
- (a) to be responsible to the National Executive Committee and the National Council for the proper maintenance of accounts and proper expenditure of funds allotted in the budget;
 - (b) to prepare the annual budget estimates in consultation with the National President/National Chairman and the Chief Executive Officer, and place it before the National Executive Committee and the National Council for their consideration;
 - (c) to arrange for the annual audit and preparation of the statement of accounts and the balance sheet;
 - (d) to pay out the moneys as authorised by the National Executive Committee and in accordance with the procedure laid down in this behalf by the National Executive Committee;
 - (e) to be the Convenor of the Finance Sub-committee;
 - (f) to be generally responsible for all the financial matters to the Association.
5. **Chief Executive Officer** : The Chief Executive Officer shall be appointed by the National Chairman in consultation with the National Executive Committee. The functions of the Chief Executive Officer shall be :
- (a) to be Secretary of the National Council, the National Executive Committee and all other committees appointed by them, except as otherwise stated at the time of appointment of such committees;
 - (b) to be responsible to issue notices of the meetings of the National Council and the National Executive Committee;
 - (c) to record the minutes of the meetings of the National Council and the National Executive Committee;

- (d) to assist the National Treasurer in preparing the budget estimates and in the preparation of the Statement of Accounts and the Balance sheets;**
- (e) to take necessary steps in consultation with the National Chairman to complete the formation of the National Council and the National Executive Committee when it is due and arrange to fill up vacancies in the Council and the Executive Committee as and when they may occur; to receive the nomination papers for election of Office Bearers;**
- (f) to take necessary action on the decisions taken and the resolutions passed by the Council, the Executive Committee, other committees and sub-committees;**
- (g) to be responsible for the maintenance of correspondence and office records, issue of membership cards, badges, literature etc.;**
- (h) to prepare the annual report, statistics of membership all over the country and issue certificates of affiliation as provided in the bye-laws;**
- (i) to prepare periodical and annual reports to be placed before the Executive Committee and the Council for consideration;**
- (j) to advise and assist the State and other Branch Units in their day-to-day work and problems when ever necessary;**
- (k) to edit and publish the official Journal of the Association and other publications;**
- (l) to be responsible to the Council and the Executive Committee in general and to the National Chairman in particular for the effective working of the National Office;**
- (m) to carry out in general, the various provisions of the Constitution;**
- (n) to have overall control on the members of the staff**

in the National Office who are directly responsible to him and other staff of the Association posted at various places;

- (o) The Chief Executive Officer shall be the officer of the Association having the general power of attorney to represent the Association in all matters, judicial and non-judicial and he shall also have the authority to sign any papers, documents, deeds etc., for and on behalf of the Association.

N.B. (I) The Chief Executive Officer is the Executive Officer of the Association and he may be full time officer with appropriate emoluments, or honorary with or without an honorarium, as decided by the National Chairman in consultation with the Executive Committee and approved by the Council;

- (ii) If the Chief Executive Officer is a paid officer, he may not have the right to vote at the business meetings of Council or the Executive Committee.

VI. MEETING AND PROCEDURE

Ordinary, Extra-Ordinary and Emergency Meetings :

- (1) The Annual meeting of the Council shall ordinarily be held once a year but within six months from the close of the year to review the progress, to pass the accounts and the budget, to consider any other points put forward by the Executive Committee or sent by the members.
 - (2) The President of the Council shall have the powers to call an Emergency meeting of the Council with a notice of 20 days only.
 - (3) Notice for an ordinary meeting shall normally be 30 days and for an extra-ordinary meeting 40 days.
 - (4) Notice of all business for transaction at the Annual meeting of the Council must be received in writing at the National Office not less than 50 days before the meeting and shall be circulated to
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the members of the Council not less than 30 days before the meeting. The same rule shall apply to the nomination for offices which must also be in writing duly proposed and seconded and accompanied by the consent of the nominee.

- (5) Notices of motion shall be submitted only by the National Executive Committee, the duly constituted State Branches, and recognised Units and the co-operating or affiliated organisations. Notwithstanding the foregoing, other business not affecting the constitution may be moved as a matter of urgency without notice being given, provided 3/4th of the members present agree that urgency be granted.
- *(6) The Chief Executive Officer either upon an order of the President or upon a written requisition from not less than **one third** of the members of the Council or from 8 members of the Council whichever is **more** shall convene an extra ordinary meeting to consider the subject or subjects in requisition within thirty days of the receipt of such a requisition. No other subject shall be considered at such a meeting.
- ** (7) The quorum for Ordinary and Emergency meetings shall be Forty members or one third of the total membership, whichever is more. For extra-ordinary meetings, the quorum shall be thirty members or one-fourth of the total number of the members whichever is more.
- (8) No notice or quorum shall be necessary for an adjourned meeting whether ordinary, extra-ordinary or emergency.
- (9) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if called upon the requisition of the members shall be dissolved; in any other case it shall stand

* Amended vide resolution dated 10-4-2004

** Amended vide resolution dated 22-4-2007

adjourned by 30 minutes and then held at the same place. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.

- (10) The President shall preside over the meeting of the National Council failing which one of the Vice-Presidents.
- (11) If at any meeting none of them is present within 15 minutes after the time appointed for holding the meeting, the members present shall elect one of the members to preside and proceed with the agenda.
- (12) The President may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for twenty one days or more, notice of the adjournment shall be given as in the case of an original meeting. Same as aforesaid, it shall not be necessary to give any notice of the adjournment or of the business to be transacted at an adjourned meeting, provided the date of the meeting has been announced at the time of adjournment of the meeting.
- (13) At any general meeting, resolution put to the vote to the meeting shall be decided on a show of hands. Unless a poll is so demanded, declaration by the President that a resolution has, on a show of hands, been carried unanimously or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Association shall be conclusive evidence of the fact, without proof of the number or proportion of

the votes recorded in favour of or against that resolution.

- (14) If a poll is duly demanded it shall be taken in such manner as the President directs, but it shall be by secret ballot and the results of the polls shall be deemed to be the resolution of the meeting at which the poll was demanded.**
- (15) In the case of an equal number of votes, whether on a show of hands or on a poll, the President of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a second or casting vote.**
- (16) A poll demanded on the election of the President or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the President of the meeting directs.**
- (17) There shall be no voting by proxy.**
- (18) In between meetings of the Council or the Executive Committee, any urgent matter of importance be referred to the members for their agreement or dissent, through circulation.**
- (19) Term of Office of the members of the National Council shall be three years, but they shall be eligible for re-election. The absence of a properly appointed delegate from any meeting of the Council shall not debar him from election to the Executive Committee.**
- (20) Members of the Executive Committee may attend and vote at the Council meeting; but they may not stand for re-election unless they are accredited voting delegates of their State Branches or affiliated bodies.**
- (21) The election of Office shall be held once in every three years at the Annual General Meeting or at a special meeting called for the purpose.**

(22) The following procedure shall be followed in connection with the nominations and election of Office Bearers and others to be elected by the National Council under clause V-A and F, inclusive of the sub-clauses. **"Mutatis Mutandis"** :

- *(a) Nominations for the Office Bearers in proper form duly proposed and seconded by members of the National Council shall be sent, so as to reach the Chief Executive Officer at least THIRTY days, before the date of election meeting.
- (b) The Chief Executive Officer shall despatch a nomination form to each and every member of the National Council accredited to participate in the elections.
- (c) The National Chairman shall appoint a Scrutiny Committee of TWO members, not themselves candidates for election as Office Bearers, from amongst the members of the National Council other than the Office Bearers.
- (d) All the nomination papers shall be sent to the Chief Executive Officer by designation in a sealed envelope superscribed with the words 'nomination papers'.
- (e) The Chief Executive Officer shall endorse on the cover the date of the receipt of the cover with his initials and enter the same in the inward register maintained for the purpose.
- (f) The covers thus received shall not be opened by the Chief Executive Officer, until the date of the meeting of Scrutiny Committee. It is strictly stipulated that these covers shall be opened before the members of the Scrutiny Committee on the date of its meeting intimated to the members FIFTEEN days in

* Amended vide resolution dated 07-12-2008

advance. The envelopes carrying the nomination papers should be kept intact and attached to the concerned nomination papers for a check-up if necessary.

- (g) The Scrutiny Committee shall scrutinise all nominations as to their validity and submit a report to the National Chairman tabulating the valid and invalid nominations giving full reasons as to why nominations have been invalidated.**
- (h) The Chief Executive Officer shall be ex-officio Member Secretary of the Scrutiny Committee, in addition to the Two members as mentioned in (c) above.**
- (i) In case where any candidate has been invalidated due to all or some reasons and in case of only nomination paper filed being held invalid, reasons for such invalidation shall be placed before the National Executive Committee and its decision shall be final.**
- (j) The decision of the Scrutiny Committee on all matters connected with the validity or otherwise of a nomination paper shall be final and binding.**
- (k) The date of election shall be notified to all members of the National Council clearly two months in advance.**
- (l) The voting shall be by secret ballot.**
- (m) A candidate duly nominated and his nomination held valid, can withdraw his candidature by a written request to the effect prior to election or during the election meeting, such a request being addressed to the Chief Executive Officer. In such a case, his name will be eliminated from the list of candidates standing for election.**

- (n) In case of equality of votes, the decision shall be taken by lots by the presiding officer.
- (o) The newly elected persons shall take charge after they are declared as Office Bearers.
- (p) The election of members to the National Council other than the Office Bearers under Clause V. Sub- clause F. 1-5 may be by open nomination during the election meeting except in the case of persons whose names are intimated as official representatives by the State Branches or the affiliating or co-operating body under Clause-II, sub-clause 2 (v) and (vi) of membership.
- (q) The "model nomination form" for election of Office Bearers is appended as Appendix No. A. Provided that this form also may be used "Mutatis Mutandis" for other elections, if the Executive Committee decides as such.
- (r) Incomplete and changed nomination forms shall be invalidated.
- (s) Nomination forms received after the stipulated date for the receipt of the covers containing them, shall stand disqualified. Postal delays, office and public holidays, late deliveries due to other causes cannot be put forward as an excuse for the late receipts and to over-ride conditions for receipt.
- (t) Nomination papers though in order otherwise shall come under sub-clauses if received beyond the stipulated date.

VII. NATIONAL EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall be composed of:

- (1) The National Chairman (Ex-Officio, elected by the Council).
- (2) The National Vice-Presidents.

- (3) The National Treasurer (Ex-Officio, elected by the Council).
- (4) The Chief Executive Officer.
- (5) One nominee from each duly constituted Branch from among their representatives on the National Council.
- (6) One member from among the representatives of the co-operating National Voluntary Organisations (by election).
- (7) One member from among representatives of the affiliated organisations (by election).
- (8) One member from among the Founder members (by election).
- (9) Four members by co-option by the National Executive Committee.

B. Nomination

Nominations for election to the Executive Committee shall be sent to the National Office thirty days before the meeting of the National Council and the same shall be circulated with agenda for the Council Meeting.

C. Vacancy

Any Vacancy in the National Executive shall be filled by appointment/election/nomination by the same body which filled the membership.

D. Term

The members of the Executive Committee shall hold office for three years, provided that retiring members are eligible for re-election and that the Executive Committee shall continue to be in office till their successor committee is formed.

E. Powers and Functions

- (1) The Executive Committee shall meet at least twice a year and shall fix the date, time and place of meeting as it may find convenient. A special meeting of the

Executive Committee may be called at 10 days notice at the request of the Chairman or in response to a written request signed by atleast six members of the Executive Committee, stating the purpose of the meeting.

- (2) An ordinary meeting of the Executive Committee may be called at three weeks notice.**
- (3) The Executive Committee shall be free to determine its own procedure and shall :**
 - (a) exercise all the powers of the Association,**
 - (b) assist in promoting the formation of state and other branch units and in fixing their territory,**
 - (c) decide the standards in regard to youth hostel accommodation,**
 - (d) maintain an information bureau and prepare hand books and general literature on behalf of the Association,**
 - (e) control the conditions of issue and use of the Association's Membership Card, Badge, etc., and register foreign members,**
 - (f) co-ordinate the work of the state and other branch units and assume general responsibilities for the development of the movement,**
 - (g) recommend the summoning of the meetings of the Council ordinary and extra-ordinary,**
 - (h) ensure the proper functioning of state and other branch units,**
 - (i) control the administering of the funds of the Association and present the Annual Budget, Accounts, Balance Sheet and Annual report to the National Council for its consideration and approval,**
 - (j) discuss and decide the organisation of national and international conferences and seminars in the country.**

- (4) The Executive Committee may appoint sub-committee with or without the right of co-option, to which it may delegate any of its functions subject to such conditions as it thinks fit.**
- (5) The National Chairman in consultation with the Office Bearers shall have the power to appoint or terminate the service, as it may deem necessary, of any paid employee as per service conditions. The Executive Committee shall frame relevant rules in this regard.**
- * (6) The quorum necessary for the transaction of the business to the Executive Committee may be fixed from time to time, but in no case shall it be less than eight.**
- (7) Membership of the Council or the Executive Committee shall cease if the member:**
 - (a) is found to be of unsound mind by a court of competent jurisdiction; or**
 - (b) is adjudged insolvent; or**
 - (c) fails to pay any sum due from him to the Association within six months (6 months) from the date on which the dues became payable; or**
 - (d) absents himself from three consecutive meetings of the Executive Committee or from meetings of the Executive Committee for a continuous period of twelve months whichever is longer, without leave of absence; or**
 - (e) if the member indulges in anti-Association activities or any other misconduct or behaves in such a manner which is against the interest of the Association and a resolution to this effect is passed by the concerned State; or**
 - (f) if the member consequent on the fresh election in the State Branch ceases to be member of the State Council; or**

*** Amended vide resolution dated 22-4-2007**

(g) if the member is convicted of any offence by a competent court of Law involving moral turpitude; or

(h) resigns.

VIII. BOARD OF TRUSTEES

- (1) There shall be a Board of Trustees consisting of seven life trustees and three ex-officio trustees, namely the Chairman, Treasurer and Chief Executive Officer of the Association for the management, maintenance and administration of all properties and assets of the Association according to the rules and regulations of the Association.**
- (2) The Board of Trustees shall elect its Chairman and other office bearers in its first meeting.**
- (3) The Board of Trustees shall have the power:**
 - (a) to acquire by gift, purchase or otherwise furnished or unfurnished houses, camp- sites and such other premises where sleeping accommodation and washing and cooking facilities are provided at nominal charges;**
 - (b) to acquire, purchase, take on lease or exchange, hire or otherwise, any movable or immovable properties;**
 - (c) to sell or mortgage, lease, dispose of or otherwise deal with all or any movable or immovable properties;**
 - (d) to preserve, improve, maintain, invest and manage all the properties vested in them in the best interest of the Association and in accordance with the rules and regulations;**
 - (e) to raise funds by gifts, donations, fund raising programmes, by renting premises for meetings, seminars and conferences and/or to raise loans on such terms as they may deem**

fit;.

- (f) to utilise the income from the aforesaid properties for such purpose as may be beneficial to the Association at the discretion of the Trustees;
 - (g) to frame their rules and regulations for the management of the trust property and the conduct of business;
 - (h) to appoint committee or committees with or without power to co-opt and delegate any of their powers and functions and also to appoint Honorary advisers for specific periods as they may deem fit and necessary;
 - (i) to appoint, suspend or terminate the service, as it may deem necessary, of any paid employees and to determine their duties, salaries and service conditions;
 - (j) to do all such other acts as are incidental or conducive to the purpose of the Association as set out in the Memorandum and Article;
- (4) The Board of Trustees shall meet at least once a year. Any urgent business in the intervening period may be transacted by circulation with the permission of the Chairman.
 - (5) Any vacancies arising among the Life Trustees shall be filled by the remaining or continuing trustees.
 - (6) Any action taken by the Trust or any proceedings of the Board of Trustees shall not be questioned on account of any vacancies remaining unfilled, or on account of any defect or irregularity in the proceedings or for any reason whatsoever.

IX. STATE BRANCHES

- *(1) State Branches of the Association shall be formed in the Indian Union for the propagation, promotion**

* Amended vide resolution dated 10-4-2004

and consolidation of the Youth Hostel movement in their areas. The State Branch of the Association shall normally be located in the Capital City of the State.

- (2) The territory for which branches are formed shall correspond to the civil administrative units of the Indian Union (including the centrally administered areas) and shall be called State Branches.
- *(3) The conditions for the formation of a regular State Branch are:
 - (a) that it has minimum 500 members;
 - (b) that it has atleast 5 Units each comprising atleast 50 members; and
 - (c) that it has atleast 5 (five) Youth Hostels of minimum standard.

Provided that condition (b) and (c) will not apply in relation to the State Branch of a Union Territory and the State Branches in the States of Assam, Nagaland, Tripura, Meghalaya, Manipur, Arunachal Pradesh, Mizoram and Sikkim:

Provided further that the National Council shall have powers to waive any of the above conditions in special circumstances.

- (4) The State Branches shall strictly conform to the constitution (Memorandum, Rules and Regulations and Bye-laws) of the Association.
- (5) The State Branches shall function according to Model Rules. They may, however, frame their own bye-laws from time to time to suit local conditions, and amend them as and when felt necessary, but consistent with the Memorandum and Rules and Regulations of Association.
- (6) The bye-laws framed by the State Branches and the amendments proposed from time to time shall be

* Amended vide resolution dated 22-4-2007

subject to the approval of the Executive Committee.

- (7) Unless and until such bye-laws are framed and approved, the model rules set down by the Association for State Branches shall apply. The amendments to the State bye-laws shall not come into force until approved by the Executive Committee.**
- (8) It is obligatory for the State Branches to submit to the National Office copies of their Annual Reports and audited statement of accounts for the year within a month of the annual meeting of the State Council or 31st Aug whichever is earlier failing which the defaulting State Branch may be liable to be de-recognised.**
- (9) It is also obligatory for the State Branches to ensure that only authorised forms, badges, cards and receipt books are allowed to be used within their territory.**
- (10) The State Branches shall be autonomous units, financially and otherwise for the functioning of the movement within their respective territories, subject to the Memorandum and Rules and Regulations of the Association. In the event of any Unit ceasing to exist, the State Branch may dissolve such a Unit.**

(Model Rules and Regulations for State Branches Appendix-'B').
- (11) Pending formation of regular State Branches, the National Chairman shall have the power to approve a temporary set-up in any State. Such a set-up may be in the form of an Ad-hoc Committee/Action Committee.**
- (12) In the event of any difference of opinion or dispute arising between the National Office and any of its constituent parts or between the constituent parts. the decision of the Executive Committee shall be**

final and binding on the constituent parts, subject only to an appeal to the Council.

- *(13) Every State Branch and every Unit thereunder shall be integral constituent of the Association and shall have no independent legal entity. It shall have no power to acquire or dispose of any immovable property in any form whatsoever in its own name. It shall be bound to act and function in accordance with these Rules and Regulations and the rules for the State Branches and Units laid down herein and also the bye-laws framed by State Branch. A Unit shall further be bound to conform, comply with and carry out all conditions, directions and instructions as may be issued by the National Executive Committee or the State Executive Committee from time to time.**

X. FINANCES

- (1) The funds of the Association shall be derived from grants, donations, contributions, membership and affiliation fees and any surplus arising from the sale of literature, equipment or any programme, projects, activities, etc.**
- (2) The annual membership and affiliation fees shall fall due on the 1st of January each year.**
- (3) It is deemed to be a term of every contract entered into that the funds of the Association alone are to be held liable for any debts, obligations or engagements incurred or entered into and that no member or officer of the Association is to be under any personal liability in respect thereof; and that the funds of each State Branch/Unit alone are liable for the obligations of that Branch and State Branch is authorised to impose any obligations on the National Council of the Association.**

XI. ACCOUNTS

- (1) The Executive Committee shall cause to be kept**

*** Amended vide resolution dated 22-4-2007**

proper books of accounts with respect to :

- (a) All sums of money received and expended by the Association; and the matters in respect of which the receipts and expenditure take place;**
 - (b) All sales and purchases of goods by the Association; and**
 - (c) The assets and liabilities of the Association.**
- (2) The financial year of the Association shall be from 1st April to 31st March of the following year.**
 - (3) The books of accounts shall be kept at the Registered Office of the Association or at such other place as the Executive Committee shall think fit and shall be open to inspection by the members of the Executive Committee during business hours.**
 - (4) The balance sheet and the income and expenditure account shall be audited by a qualified Auditor, and the report shall be read before the Association in its annual meeting and shall be open to inspection by any member of the Council.**
 - (5) Out of the net annual income realised by the Association, the Executive Committee shall set aside such portion of the net income of the Association as it may think fit to form a reserve fund and use the same if necessary, for carrying on the affairs of the Association.**
 - (6) The balance sheet, shall be accompanied by a report of the Executive Committee as to the state of the Association's affairs.**
 - (7) A copy of the balance sheet and income and expenditure account together with the report shall be sent to all the members of the Council fourteen days prior to the meeting.**

XII. AUDITORS

The Association in its annual meeting shall appoint

an Auditor in respect of a specified accounting period, and shall fix his remuneration:

Provided that the said auditor shall be a Chartered Accountant.

XIII. NOTICES

- (1) A notice of meeting may be given in writing by the Association to any member either personally or by sending it by post named to his registered address in India, under Postal Certificate.**
- (2) Notice need not be given to any member who has no registered address in the Indian Union and has not supplied to the Association an address within the Indian Union for the issue of notices to him.**

XIV. ALTERATION OF RULES AND REGULATIONS

- (1) Subject to the provisions of the Societies Registration Act, XXI of 1860, the Association may alter or add to these Rules and Regulations except clause VIII : "Board of Trustees," and any alteration or addition so made shall be valid as if originally contained in the Rules and Regulations and be subject in like manner to alteration.**
- (2) Any such alteration shall require at least 30 days notice and the concurrent votes of three fifths of the members present at the annual general meeting of the Council.**

XV. BYE-LAWS

- (1) The Association in its annual general meeting of the Executive Committee on its authorisation, shall have the power to make, amend, alter or withdraw bye-laws but such bye-laws shall not be inconsistent with any of the provisions of the Societies Registration Act of 1860 or any statutory modification thereof for the time being in force.**
- (2) The Association in its annual general meeting may amend, alter, modify or withdraw any or all of the bye-laws made by the Executive Committee.**

- (3) The provisions of clause XIV of these Rules, and Regulations shall apply to the proceedings of general meetings in connection with the making, amending, alteration and withdrawal of bye-laws by the Association.

XVI. DISSOLUTION

The Association shall not be dissolved except by a resolution passed at an extraordinary general meeting of the Council called for that purpose where 75 percent of the voting members of the National Council are present and the resolution is passed unanimously.

XVII. GENERAL

Any proceeding of the Council or of the Executive Committee or any action taken by them shall not be questioned on account of any vacancy or vacancies remaining unfulfilled or on account of any defect or irregularity in the proceedings or for any reasons whatsoever.

Note

The rules and regulations are as revised by the Association and passed by the National Council at its special meetings held on 12-9-1965, 4-9-1970, 11-11-1979, 22-3-1981, 29-1-1984, 14-8-1988 and as amended in the annual meetings held on 30-4-1995, 10-4-2004 22-4-2007, 7-12-2008 and 3-5-2014

APPENDIX 'A'

YOUTH HOSTELS ASSOCIATION OF INDIA

***Nomination Form for election of Office Bearers
(National Council-Under Clause VI- Sub-Clause 22q)
of Rules and Regulations)**

To

The Chief Executive Officer,
Youth Hostels Association of India,
5, Nyaya Marg,
Chanakyapuri,
NEW DELHI -110 021

NOMINATION FOR THE POST OF _____

- | | |
|---|-------------------------------|
| 1. Name of the nominee
(in block letters) : | 1 |
| 2. Address of Nominee : | 2 |
| 3. Profession : | 3 |
| 4. *Membership Number(Life/annual) :
(enclose a copy of the Membership Card) | 4 |
| 5. Office held at National/State/Unit Level :
(elected/nominated/ex-officio)
Duration : | 5
FromTo |
| 6. Name of the nominator
(in block letters) :
(enclose a copy of the Membership Card) | 6 |
| 7. **Designation and Rank in YH Movement
if any : | 7 |
| 8. Address : | 8 |
| 9. Name of the Seconder
(in block letters)
(enclose a copy of the Membership Card) | 9 |
| 10. Designation and Rank in YH Movement
if any : | 10 |
| 11. Address : | 11 |

* Appendix 'A' amended vide resolution 22-4-2007
Appendix 'A' amended vide resolution 7-12-2008

Signature of the Nominee

Place :

Date :

Signature of the Nominator:

Place :

Date:

Signature of the Seconder :

Place :

Date :

To be filled by the National Office

Received by :

Signature :

Designation :

Office Stamp

Date :

To be filled by the members of the Scrutiny Committee :

Scrutinised by :

Recommendation

(Signatures)

Nomination : accepted/not accepted***

1.....

2.....

3.....

Date.....

**(Signature)
Chief Executive Officer**

*** If nominee for the post of President is a non-member, copy of the membership card is not required to be enclosed.**

**** State here whether Life Member/Annual Member, Membership Card number for the current year, credentials as elected/nominated/ex-officio representing, State/District/Institutional/Affiliated bodies to YHAI.**

***** Record here briefly the causes if "Not Accepted" (vide 'Rules for Election of Office Bearers in Rules and Regulations of YHAI).**

MODEL RULES FOR THE STATE BRANCHES AND UNITS

I. NAME

The name shall be "TheState Branch" of the Youth Hostels Association of India.

II. LOCATION

The Registered Office of the Branches shall preferably be located in the Capital city of the State concerned.

III. MEMBERSHIP

The Rules governing membership shall be the same as given in the Rules of the Association. But, the State Branch will have the right to refuse to forward any application for membership without assigning any reason. Cases of such rejections shall be reported to the National Office. Persons whose applications have been rejected by the State office shall have the right to appeal to the State Council and then to the National Council.

Persons who have been denied the membership of the Association by any other Branch shall not be enrolled through this Branch until the objection is waived by the competent authority.

IV. FEES DUE TO THE NATIONAL COUNCIL

Ratio of allocations of the membership subscription between the State Branch and the National Office shall be as decided by the National Council from time to time.

V. MANAGEMENT

- (1) The control of State Branch shall be vested in the State Council.
- (2) The State Council shall be free to plan its administrative set-up within its jurisdiction to ensure effective functioning.

- (3) The income, money and properties of the Branch, in whatsoever manner derived, shall be applied solely towards the furtherance of the activities of the State Branch and no portion thereof shall be paid or transferred by way of profit to the members of the State Branch or to any other person.
- (4) If upon dissolution of the State Branch there remain any properties whatsoever after satisfaction of all its debts and liabilities, the same shall vest in the National Council.
- (5) The State Council may de-recognise any unit assigning reasons, but in that case the aggrieved Unit has a right to appeal to the National Council.

VI. THE STATE COUNCIL

A. Composition

The following shall constitute the State Council:

1. The President
2. Vice-Presidents (not exceeding three)
3. Chairman of the State Executive Committee
4. State Secretary
5. State Treasurer
6. Organising Secretary (without voting rights if paid)
7. Chairman of each Unit
8. Secretary of each Unit
9. Co-opted members, not exceeding FOUR nominated by the State Council
10. The immediate retiring State President and Chairman.
11. One representative each from the State Departments of Education, Youth Services and Sports, Department of Tourism and such other governmental or non-governmental agencies as

may be decided upon by the State Council from time to time.

B. Powers and Functions

The powers and functions laid down in Clause V, from sub-Clause B to sub-Clause E as applicable to National Council shall also be applicable to State Council, **mutatis mutandis** as far as their administrative set-ups are concerned in their territories. If there are any alterations or deviations desired, the State Council should pass a bye-law as a change and submit the same to the National Office for approval or otherwise by the National Executive.

C. The Patron

The Governor of the State or any other eminent leader of the State shall be invited to become the Patron of the State Association.

D. Office Bearers

***(1) President** : The President shall be elected by the State Council from amongst the general members of the Association or a non-member if in the opinion of the State Council that such a non-member's election will be of benefit to the Association. He shall preside over the meetings of the State Council.

**** (2) Vice-President** : The Vice-Presidents (one or more but not exceeding three) shall be elected by the State Council from amongst the general members of the Association. In the absence of the President, one of the Vice-Presidents present at the meeting will preside over the meetings of the State Council.

(3) State Chairman : The State Chairman shall be elected by the State Council from amongst the

* Amended vide resolution dated 10-4-2004 and 22-4-2007

** Amended vide resolution dated 10-4-2004

general members of the State Branch. His functions shall be :

- (a) To organise and promote the effective working of the State Branch and its Units;**
- (b) to act in conjunction with the State Executive Committee in all matters concerned with the finances and the properties of State Branch;**
- (c) to take relevant steps in consultation with the State Executive Committee, in the matter of appointment and retirement of salaried officers and other office bearers of the State Branch;**
- (d) to be responsible for the progress of the movement of the state territory and to require adherence to policy, organisation, aims and rules and also the bye-laws of the State Branch;**
- (e) to delegate his functions in parts or in whole to any other office bearer for specific periods, reasons and purpose;**
- (f) to authorise, in special cases, expenditure in excess of the budget estimates already passed for the period, subject to the limit laid down from time to time by the State Executive Committee by a resolution; but each expenditure shall be subject to ratification at the next meeting of the State Executive Committee.**
- (g) to invite any person whose presence is felt necessary in the interest of the movement at the meeting of the State Council or the State Executive Committee;**
- (h) to be responsible to the State Council for the efficient working of the State Office, through honorary or paid officers and staff;**

- (i) to be ex-officio Chairman of the State Executive Committee, with power and authority to make officiating arrangements for the performance of the duties of various offices and functions, whenever necessary.
- (4) **State Treasurer** : The Treasurer shall be elected by the State Council from amongst the general members of the Association. His functions shall be :
 - (a) to be responsible to the State Executive Committee and the State Council for the proper maintenance of the Accounts and proper expenditure of funds allotted in the budget;
 - (b) to prepare the annual budget estimates in consultation with the Chairman and Secretary and place it before the State Executive Committee and State Council for their consideration;
 - (c) to arrange for the annual audit and preparation of statement of accounts and the balance sheet;
 - (d) to pay and receive the moneys as authorised by the State Executive Committee;
 - (e) to be convenor of the Finance Sub-Committee;
 - (f) to be generally responsible for all the financial matters of the State Branch.
- (5) **State Secretary** : The Secretary of the State Branch shall be appointed by the Chairman in consultation with the State Executive Committee.
 The functions of the State Secretary shall be:
 - (a) to be Secretary of the State Council and the State Executive Committee and all other committees appointed by them except as

otherwise stated at the time of appointment of such committees;

- (b) to be responsible for the issue of notices of the meetings of the State Council and the State Executive Committee;**
- (c) to record the minutes of the State Council and the State Executive Committee;**
- (d) to assist the Treasurer in preparing the budget estimates and preparation of statement of accounts and balance sheet;**
- (e) to take necessary steps in consultation with the Chairman to complete the formation of the State Council and the State Executive Committee, when it is due and arrange to fill-up vacancies in the State Council and the State Executive Committee as and when they occur, to receive the nomination papers for election of office bearers to the State Council etc;**
- (f) to take necessary action on the decisions taken and resolutions passed by the State Council, State Executive Committee and other Committees and Sub-Committees of the State Council;**
- (g) to be responsible for the maintenance of correspondence and office record recommending to the Chief Executive Officer for the issue of membership cards, badges, equipment etc;**
- (h) to prepare the annual report and periodical reports to be placed before the State Council and the State Executive Committee;**
- (i) to organise and promote the effective working of the State Branch and Units;**
- (j) to edit and publish publicity pamphlets, with**

particular reference to the State, specially in the State languages;

- (k) to be responsible to the State Council and the State Executive Committee in general and the State Chairman in particular for the effective working of the State Office.

N.B. The Secretary of the State Branch is the administrative officer and he may be full time person with appropriate emoluments or honorary with or without an honorarium, as decided by the Chairman in consultation with the State Executive Committee and approved by the State Council.

(6) *State Organising Secretary* : An Organising Secretary for a State may be appointed by the Chairman in consultation with the State Executive Committee. The functions of the Organising Secretary shall be :

- (a) to be responsible to the Chairman for organisational work of the movement, enrolment of members in the State Branches and Units;
- (b) to assist the Secretary of the State Branch and the Chief Executive Officer in the formulation of programmes such as work-camps, seminars and meetings whenever such occasions arise in the State;
- (c) to be of general assistance to the Secretary of the State Branch in the matter of technical advice, publicity, public relations, etc. in the State.

N.B. The Organising Secretary may be full time officer with appropriate emoluments or honorary with or without an honorarium, as decided by the State Chairman in consultation with the State Executive Committee and approved by the State Council.

VII. THE STATE EXECUTIVE COMMITTEE

A. Composition

The following shall constitute the State Executive Committee:

1. State Chairman (Ex-Officio);
2. State Vice-Presidents (Ex-Officio);
3. State Secretary (Ex-Officio);
4. State Treasurer (Ex-Officio);
5. State Organising Secretary (as and when appointed, Ex-Officio);
6. One representative from each Unit subject to the provision that in the case of State where there are more than 12 Units the mode and ratio of representation of the Unit will be as decided by the State Council;
7. Two members by co-option, by the State Executive Committee.

B. Term of Office

The members of the State Executive Committee shall hold office for three years reckoned from the date of their election/nomination or until their successors are elected or nominated as the case may be. The retiring members are eligible for re-election, re-nomination.

C. Vacancy

Any vacancy in the State Executive Committee shall be filled up by appointment/election/nomination by the same body which filled the membership.

D. Powers and Functions

The following shall be the powers and functions of the State Executive Committee:

1. to carry out the functions of the State Council as in Clause VI (B) of the Rules of the Association App-'B';

2. to deal with all matters pertaining to the working of the State Branch in the State territory;
3. to supervise, control and direct the working and activities of the Units of the Association in the State territory, as per National and State bye-laws in particular and Rules and Regulations and Memorandum of the Association in general;
4. to appoint Sub-Committees for finance, publicity etc;
5. to consider the annual reports and audited statement of accounts of the State Branch and recommend their adoption to the State Council;
6. to nominate representatives of the State Branch on the National Council other than ex-officio representatives as per National Council constitution;
7. to take decisions on the recommendations made by the Sub-Committees constituted by them;
8. to frame bye-laws, as are necessary for the proper working of the State Branch and recommend the same for adoption to the State Council. All such sanctioned bye-laws shall be submitted to the National Executive Committee for approval;
9. In case where the bye-laws of a State Branch, are not specific on any matter, the practice and procedure followed at the National level should be followed. In case there are still doubts and the matters are not clear such matters should be referred to the National Executive Committee for clarification and final decision.

VIII. MEETINGS

For the working of the meetings of the State Executive Committee and State Council and the conduct of business at those meetings, the State Executive

Committee shall frame bye-laws, which shall be approved by the State Council and National Executive Committee.

For Union Territories and National Capital Territory of Delhi, the National Executive Committee shall frame bye-laws separately for approval of the National Council.

IX. FINANCE

- 1. The State Branch is a public body and as a Branch of the Youth Hostels Association of India, depends on public and State support towards its administrative expenses. The finances shall be made up of donations, subscriptions, grant-in-aid from the State Government and its share of membership fees. A statement of income and expenditure duly audited shall be published with the annual report.**
- 2. The Units of the State Branches are dependent for financial and other support on the public or local authorities towards their administrative expenses.**
- 3. The State Branch may accept and manage specific donations as are accepted by the State Executive Committee for furthering the aims of the Association i.e., raising a number of Youth Hostels in the State territory, their maintenance etc. The income tax exemption that has been made applicable to the donations made to the National Association shall also be applicable to the State Branches, as the Branches of the National body.**
- 4. If the State Branch becomes defunct for any reason, all its moveable and immoveable properties shall vest in the National Council of the Youth Hostels Association of India to be managed by a person or persons as may be appointed by the National Chairman.**

X. *UNITS

Formation of New Units

Adhoc Unit

1. Until such time a recognized Unit in a territory in any State is formed, the State Chairman shall have the power subject to the approval by the State Executive Committee to set up an Adhoc Committee and appoint a Convenor for such territory to bring into existence a recognized Unit of the said territory.
2. An Adhoc Committee shall be formed when it has a minimum of 50 members. If after a year or more performance of the Adhoc Unit is found to be satisfactory, the Unit may be recognized by the State Branch as its Unit and a recommendation to this effect sent to the National Council.
3. Further when a regular Unit is formed, the State Branch shall arrange for the election of the following Office Bearers from amongst the general members of the Unit:
 - (1) Unit President
 - (2) Unit Vice-President - Two
 - (3) Unit Chairman
 - (4) Unit Treasurer
 - (5) Unit Executive Members - Not exceeding 11Besides, there will be a Secretary of the Unit who will be appointed by the Unit Chairman in consultation with the Office Bearers and Executive Committee members.
4. As soon as it is decided to recognise a unit, a certificate to this effect in the prescribed proforma (Appendix 'C') will be issued to the Unit by the National Office which will be signed by the State Chairman, State Secretary and Chief Executive Officer.

* Amended by solutions dated 10-4-2004 and 22-4-2007

5. Certificate of recognition will be renewed after every three years on the recommendation of the State Branch.
6. For continuation of the recognition of the Unit, it shall have 25 new members or renewals.

Formation of Additional Units in District.

Not more than one Unit shall be formed in a district or town. If any State Branch wishes to form more than one unit at a particular place in a District, reasons for such a move should be given in writing to the National Office.

CERTIFICATE OF REGISTRATION OF SOCIETY

ACT XXI OF 1860

No. S. 932 of 1955-56

I hereby certify that

YOUTH HOSTELS ASSOCIATION OF INDIA

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

Given under my hand at New Delhi,
this Second day of February, One thousand
nine hundred and fifty six

Registration fee Rs. 50/- paid.

Sd/-

(T.J. Gondhalekar)

Registrar of Companies, Delhi