



ALLIANCE ORCHID SPRINGS FLAT OWNERS ASSOCIATION

Reg.No.219/2011

1212,SILVER OAK BLOCK ,ALLIANCE ORCHID SPRINGSS
54,WATER CANAL ROAD,KORATTUR,CHENNAI-600 076

Email Id: aosfoa@yahoo.in

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Phone Nos: President –9952998041 , Secretary: 8939624113

MEMORANDUM AND BYE LAWS OF THE ASSOCIATION

MEMORANDUM OF ASSOCIATION

1. Name of the Association: ALLIANCE ORCHID SPRINGS FLAT OWNERS ASSOCIATION
Regd.No:219/2011

PRESIDENT :Mr.S. PONRAJ

2. Office of the Association: Flat No.1212, Silver Oak Block
Alliance Orchid Springss, No.54, Water Canal Road,
Korattur, Chennai – 600 076

3. AIMS AND OBJECTS:

- Alliance Orchid Springs Flat Owners Association (AOSFOA) has been established with aim of having single apex Association representing all the eight blocks of Alliance Orchid Springss complex, in Korattur. It will have block committees so that the Managing committee/General council will have equal representation of all the blocks.
- To promote / conduct social/welfare/cultural activities in our complex. This is solely with the aim of having united and harmonious approach on all aspects of the complex.
- To promote sense of fraternity, co-operation, unity and social consciousness and fellowship among the members.
- To establish and carry on its own accounts.
- To promote or join in any federation of associations outside Alliance Orchid Springss
- To do all such other things as are incidental or conducive to the attainment of the above objects without leaning towards any caste, creed or Religion, and political party/activities.

BYE-LAWS OF THE ASSOCIATION

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PRESIDENT :Mr.S.PONRAJ

2. Office of the Association: .Flat No. 1212,Silver Oak Block
Alliance Orchid Springss, No.54, Water Canal Road,
Korattur, Chennai – 600 076

3. Registration Number : 219/2011

4. Office Hours : 9.30 AM to 5.30 PM

5. Jurisdiction : Chennai Central

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- To do all such other things as are incidental or conducive to the attainment of the above objects without leaning towards any caste, creed or Religion, and political party/activities.

7.DIRECTIONS:-

The President is empowered to give directions regarding the business/ functions of the Association.

8.MEMBERSHIP:

- An Owner or his/her spouse and the father/mother/son/daughter of the owner with due power of attorney as deemed necessary of each flat shall be required to submit membership enrolment form to be a Member of the Association subject to the approval of the Association, provided he is above the age of 18 years.
- In the event of an Owner being less than 18 years of age, he will be represented in all matters relating to the Association by a legal Guardian.

- The number of Members of the Association shall be limited to the number of flats constructed in the said Layout.
- Where the ownership of a flat is held jointly by two or more persons, one of the joint holders or, in the event of disagreement between them, the first joint holder shall be permitted to exercise a vote at any meeting of the Association.
- Only one of the Joint Apartment Owners shall be entitled to vote or be eligible to be elected and not all the Joint Owners.
- **“ASSOCIATE MEMBER”** is any person who is not an Owner, but with the consent of owner is residing, occupying, or otherwise in lawful possession of any Apartments in the Building. Associate Member is not eligible to contest for the post like President, Secretary and Treasurer. Associate Member shall have no voting rights unless properly authorised by the owner.
- When an owner transfers the ownership of an apartment, the right of Membership passes automatically to the new owner on payment of the Application Fee.
- In case of death, membership passes automatically to the legal heir/inheritor of the original member of the Association on payment of the Application fee.
- In no case a member withdraws his/her membership from the association so long as he/she is an owner of any flat in the Apartment.

9. MEMBERSHIP FEE AND MAINTENANCE CHARGES:

- Our Association has been established as single Association for representing all the blocks, all the Flat owners of the entire complex are deemed as its members. However since the builder has to complete certain completion formalities etc, we are presently fixing membership fee as under which may be reviewed/waived as it may deem necessary by the governing/General council
- Every member shall pay Life membership of Rs.1000/- to the Association. The amount paid by the member is non-refundable.
- No member shall be entitled to any refund or rebate on account of non-occupation of the premises of non - use of any of the common facilities or amenities. It will be reviewed from time to time based on requirement. This amount can be enhanced by the General Body as per needs in future.
- The liability of maintenance charges etc as fixed by the General Body of the Association shall at all times be the liability of the member irrespective of any provisions in the Agreement if any between the Owner and his/her/their tenant.
- Any additional expenses to be incurred for items outside those budgeted will be as approved by General Body.
- The corpus fund shall comprise of fund to be transferred by the builder to the Association along with the interest.

10. ANNUAL GENERAL BODY MEETING:

- (1) The committee shall convene the General Body Meeting after closing of the financial year within 6 Months that is before September 30th of that year.
- (2) The quorum for a General Body Meeting shall be 1/3rd members. If after due notice for the General Body Meeting there is insufficient quorum, the meeting could be adjourned for half an hour and then held with the available members.
- (3) The General Body Meeting shall be held at the building "**Alliance Orchid Springss' or any other suitable place as agreed by the members.**
- (4) Twenty one days notice shall ordinarily be given to the members before a General Body Meeting is convened. Notice given to the duly authorised person nominated by member as per clause 7 of the Rules & Regulations by non-resident member shall be deemed to be notice to the member.
- (5) Every issue unless unanimously approved shall be decided by voting among the members present at the General Body Meeting. Voting power of each member or his representative shall be as per clause 7 of the Rules and Regulations. In the event of an equality of votes, the President of the meeting shall have second or casting vote.
- (6) The ultimate authority in all matters relating to the administration of the Association shall vest in the General Body.
- (7) The General Body may from time to time, subject to the provisions of the Societies Registration Act 1975, amend or alter the objects of the Association or its Memorandum of Association or these Rules and Regulations.

11. FUNCTIONS OF THE GENERAL BODY MEETING:

- (1) To confirm the minutes of the last General Body Meeting.
- (2) To receive and pass the report of the Executive Committee.
- (3) To receive the audited Balance sheet, Income and Expenditure Account and reports of auditors and pass Resolution in approval or otherwise thereof.
- (4) To elect the following office bearers

President
General Secretary
Treasurer
Vice Presidents
Joint Secretaries
Block Presidents
Block Secretaries
Block Treasurers
8 EC Members for each block

- (5) To appoint auditors for the ensuing year and also to fix their remuneration.
- (6) To consider appeals against any orders of the executive committee in the process of exercising its supreme authority, in the better interest of the members of the Association.
- (7) The amendment or repeal of the Memorandum of Association or the Rules and Regulations of the Association.
- (8) Fixation of the maintenance charges, etc.
- (9) General Body Meeting within 21 days from the date of receipt of such a notice by giving 21 days notice of the Meeting to all members.
- (10) To get Budget approval for the next year.

12. EXTRAORDINARY GENERAL BODY MEETING:

- (1) An extraordinary/urgent general body meeting shall be called by the president or secretary provided 1/3rd (one third) or more members give a notice in writing to the president or the Executive Committee to call for the Extraordinary General Body Meeting, giving reasons for calling such a meeting. It will be mandatory for the president or the Secretary to call for such an Extraordinary General Body Meeting within 21 days from the date of receipt of such a notice by giving 21 days notice of the Meeting to all members.
- (2) If the executive committee fails to send notice of such meeting within 21 days from the receipt of the requisition the members concerned may themselves call the meeting within 21 days of the date of submission of such requisition.
- (3) A special resolution shall be required to be passed at the General Body Meeting or extraordinary General Body Meeting by 1/3rd (one third) of Quorum is necessary of members present and approved by 3/4th of members for the purpose of: Amendment to Memorandum of Association or to the Bye-Laws of the Association.

13. EXECUTIVE COMMITTEE:

- (1) The Executive Committee shall consist of the President ,General Secretary Treasurer,Vice Presidents,Joint Secretaries,Block Presidents Block Secretaries,Block Treasurers and 8 EC Members for each block
- (2) For purpose of election to the Executive Committee a person duly authorised by a member shall also be eligible to contest and vote, provided, however, he shall automatically cease to be a committee member on the withdrawal of the authorisation by the member.
- (3) The above members shall be elected by the general body among its members at the general body meeting. The term of the member of the committee shall be Two years.
- (4) An elected Executive Committee member may resign at any time by sending a letter of resignation to the president of the association, but such resignation shall take effect only from the date on which it is accepted by the executive committee.

- (5) Should an executive committee member absent himself from three consecutive meetings of the Executive Committee, he shall cease to be a member of the same unless a majority of the remaining Executive Committee members decide otherwise.
- (6) There shall be at least four meetings of the Executive Committee every year. The said meeting shall be held in the buildings "**Alliance Orchid Springss** " or at such other place as the president may decide from time to time.
- (7) Three days notice shall generally be given to the members for any Executive Committee meeting. The quorum for a meeting of the Executive Committee shall be four. In case there is insufficient quorum, the meeting could be adjourned for half-an-hour and then held with available members and that will be the quorum.
- (8) Every issue before the committee shall be decided by a simple majority of the committee members present and in case of tie, the chairman of the meeting may exercise his casting vote.
- (11) The president and the secretary shall preside at the executive committee meeting. In the absence of both, the members present may choose a chairman among themselves to preside over the meeting.

14. POWERS OF THE EXECUTIVE COMMITTEE:

- (1) The Executive Committee shall be directly in charge of the management of the functions of the Association and will carry out all the executive jobs for the purpose of maintaining the building and amenities and preserving the building in the interest of the members of the association.
- (2) The Executive member shall be empowered to co-operate any members for filling vacancies to the committee, which may be approved by subsequent AGM.
- (3) The Executive Committee shall have the authority to make such Rules and Regulations for the day-to-day administration and management of the Association.
- (4) The Executive Committee shall have the power to purchase water for consumption of the members whenever found absolute necessary for which additional bill may be raised against members without referring the matter to the General Body.
- (5) To appoint, dismiss, take disciplinary action against the employees of the Association and fix their remunerations.
- (6) To disburse monthly salary or any other payment due to the employees and defray expenses to be incurred for maintenance of the building/services etc.
- (7) To appoint sub-committees and when required either temporarily or to function during the financial year for the purpose of effectively carrying out the objects of the Association.
- (8) To make rules and regulations consistent with the bye-laws of the association and if necessary to place them before the general body for necessary ratification from time to time.
- (9) To appoint, nominate, fix remuneration and pay the Auditors, Accountants, Advocates, Medical practitioners Experts, Architects, Advisers and such other person whose services may be required from time to time for conduct of the affairs of the association and to meet expenses connected with such activities.

- (10) To maintain all the records correspondence accounts and other documents of the association and to receive to deal with any complaint by the members, if necessary by appointing an officer from among the members to enquire and give findings on such complaints.
- (11) To incur expenses, on behalf of the association from the funds available for the purpose of meeting monthly quarterly and periodical maintenance of the building, attending to the repairs of the common areas of the building, and to pay taxes and other outgoings as may be necessary for the management of the building and the association provided however in case the Executive committee has to meet and expenditure exceeding a sum of Rs.5,000/- in respect of a single transaction it shall on its motion convene a General Body Meeting and obtain the sanction of the general body for this purpose specifically and after appraising the general body of a budget of expenditure and the necessity for such expenses.
- (12) The act done by the executive committee or any one of the members of the committee in the ordinary courses or in case of emergency for purposes of preserving the property, assets and fair name of the association can also be ratified by the committee. The Executive committee may decide matters relating to the association by resolutions.
- (13) The Executive Committee shall have power to take appropriate action against any member/tenant/occupant if such member/ tenant/occupant indulges either in any activity forbidden by law or any act that would be a nuisance of cause annoyance to other residents or conduct himself/herself in a manner detrimental to the peace and tranquility in the building and/or his/ her act commits misuse of common facilities and common areas or such other acts as the association may decide from time to time, to be against the interest of the members.

15. ELECTION: Office Bearers & Executive Committee Members Method of Election:

1. Office Bearers and Executive Committee Members should prepare voter's list before three months of the election and verify of and it should be placed in the Association Notice Board and it is to be placed in front of the building. Missing names of the General Members from the Voter's list after verifying in the records within 15 days from the date of application.
2. The notice should be sent by post to the General Secretary on duty before 2 months of expiry of the term. Election for Executive Committee Members by Election Officer, Assistant Election Officer, is to be conducted.
3. The Election Officer and Assistant Election Officer should be members and are to be elected by conducting General Body Meeting 40 days before expiry of the term of Executive Committee.
4. After the declaration of the Election, the Election Officer and Assistant Election Officer should notify the date of filing nomination, the last date for nomination, the date of withdrawals, date of scrutinizing ,finalizing the list of candidates and election date. This notification should be placed in the notice board.
5. The Executive Committee Members and Office Bearers of the Association and General Body Meeting members, have to conduct the election by following the rules and regulations of the Tamil Nadu Public Elections, it is the duty of the President. In the absence of the Election Officer, the Assistant Election Officer shall perform this duty.
6. All the owners or their spouses and the father/mother/son/daughter of the owner with due power of attorney as deemed necessary as members of Association are eligible to contest for the posts of President, Vice President, General Secretary, Joint Secretary, Treasurer and other office bearer posts.

- a. Those who wants to contest in the election should obtain their nomination form from the Association during the working hours of the Association.
- b. Nomination form shall be issued 3 days continuously before 30 days of election.
- c. The Nomination form should be filled and one member must propose it and another seconded it and it should be submitted to the Election Officer in person before the last date for filing of nomination.
- d. The candidate who submitted the nomination form but does not want to contest in the election later, can withdraw his nomination paper before 5 p.m. on the third day from the last date of filing nominations.
- e. The date of election, place, time the name of the candidate, designation shall be sent to General Body Members by post/email and also will be displayed in Notice Board.

7. The tenure of the office bearers will be two years.

16. PROCEDURE FOR CONDUCTING ELECTION ON ELECTION DATE

- a) The election shall be held between 8.00 a.m. to 05.00 p.m. Afternoon 1.00 to 2.00 are interval time.
- b) Election shall be conducted under the supervision of the Election Officer. If necessary the Election Officer have right to appoint person or persons to assist in his work.
- c) Voter's slip shall be issued to each member, for each post and issued in bulk to the Office Bearers necessary Office Bearers shall only be elected particular vote slip are to be polled in that particular ballot box. On verification the required Office Bearers in the ballot paper then the ballot papers shall be declared invalid.
- d) Members who have ID cards only are eligible for voting.
- e) After the election is over, ballot papers are to be counted and the result to be declared by the Election Officer Signatures are to be obtained from all elected and non-elected members in the minute's books and it must be attested.
- f) The Election Officer's decision is final.

17. FUNCTIONS OF OFFICE BEARERS:

(I) PRESIDENT:

- a) The president shall be the Head of the Association.
- b) He/ She shall preside over all meetings of executive committee and General Body Meetings.
- c) He /She shall have casting vote in case of ties.
- d) He /She shall have the power to act as co-signatory with either Treasurer or Secretary at times of requirement in cheques for withdrawing money from the association account at the bank for the association expenses.

- e) The president shall also perform such other duties as may be incidental to the office of the president

(II) VICE-PRESIDENT:-

- a) He / She shall be the acting President if President is absent.
- b) He / She shall preside over the meetings of the committee as well as General Body if President is absent.
- c) He / She shall be the Chairman of the all Committees if formed if President is absent.

(III) GENERAL SECRETARY:

- a) The General Secretary shall be in charge of all records and properties of the Association and shall have direct control over all the staff, servants and workers of the association either appointed permanently or temporarily. He/ She shall have to convene the executive committee and general body meetings and will be in charge of recording of the minutes of all such meetings and place the same, for confirmation in its next meeting.
- b) He/ She shall prepare an Agenda of various meetings and circulate the same and will put into action the resolutions passed by the Executive Committee and the General Body Meeting.
- c) He/ She shall prepare the annual report of the association and release the same after due confirmation by the executive committee.
- d) He/ She shall sign all documents, contracts, agreements, summons notice acknowledgements and such other documents on behalf of the Association using its official seal.
- e) He/ She shall correspond with the members and outsiders on behalf of the Association. He/ She shall also represent the Association in all proceedings in court of law or tribunal whether commenced or defended by the Association. All communication by the members to the Association shall be addressed to him, unless otherwise specified elsewhere.
- f) In case of emergency he /she may adopt such measures as may be necessary in regard to administration and report to his action to the executive committee for its ratification.
- g) He/ She shall provide inspection of all documents, correspondence, materials etc. of the association to any of the members after due and reasonable notice to him.
- h) He/ She shall be impressed with a petty cash of such amount as the committee may decide from time to time to meet the normal expenses of the association.

(IV) JOINT-SECRETARY :-

- i) He / She shall carry on all correspondence on behalf of the Association if General Secretary was absent.
- j) He / She shall issue notice of meetings and maintain the records of the minutes of all such meetings if General Secretary was absent.

- k) He / She shall carry out the other duties, which are entrusted by the committee if General Secretary was absent.

(V) TREASURER

- a) The Treasurer shall be incharge of all funds received or receivable to the Association accounts books, bank accounts and documents relating to the accounts of the association and he will be in charge of the cheque books, receipts, vouchers and security documents of the association.
- b) He / She shall place the records of expenses incurred above Rs.5000/ before the executive committee and will get approval of such expenses incurred. He / She will provide a statement of account once in two months to the executive committee for its approval, setting out the particulars of receipts expenditure made, the balance available on hand, in the bank and elsewhere on behalf of the association. He / She will also provide income and expenditure account and balance sheet for the annual General Body Meeting.
- c) He / She shall be incharge of collecting the subscription maintenance charges and other levies made on the members and will execute receipts thereof.
- d) He / She shall provide inspection of documents and other records to any of the members after due and reasonable notice to him / her .

Block President , Block Secretary,Block Treasurer and EC Members of Each Block will take the responsibility of enrolling new members, maintenance issues of flats and common areas pertaining to their blocks.

(VI) EXECUTIVE COMMITTEE'S POWER AND FUNCTIONS:

- An Executive Committee shall govern the affairs of the Association. Any Member of the Association is eligible for election to the Executive Committee. Each Member shall only be eligible for nomination to one post in the Executive Committee. The General Body shall elect the President, Vice-President, General Secretary, and Treasurer to the Executive Committee.
- The Executive Committee has the power to accept membership or terminate membership, submit annual report and accounts to the General Body Meeting, to suggest alteration, amendments, or modification of the rules and regulation of the Association and to do any other activities in the interest of the Association as per the rules and regulation of Tamil Nadu Societies Registration Act.
- The Executive Committee shall be eligible for re-election on completion of their respective tenures. However, the Executive Committee members can serve for a maximum of three consecutive terms (i.e. three years). Thereafter, there shall be a gap of one year for Executive Committee members before they can serve again in the Executive Committee.
- Any vacancy in the Executive Committee arising out of resignations, expulsion, death, or there being no candidate in the election or for any other reason during the tenure of the Committee, may be filled up by the Executive Committee by co-option for the duration or the rest of the term of the Committee.

The Executive Committee can bring amendments to the memorandum of association or rules there under in special General Body Meeting as mentioned in the Tamil Nadu Societies Registration Act 27-1975 Rule No.1978. AND the Tamil Nadu Apartment Ownership Act,1994(Act No.VII of 1995)

18. GENERAL FUNCTIONS:

1. The Association is irrevocable. If the Association hereby constituted for any person in the opinion of the Executive Committee Meeting & Special General Body of the Association the net assets of the Association both movable and immovable shall be handed over to any Association as decided by the majority at the Special General Body Meeting.
2. In the event of the winding up dissolution of the Association, its assets and liabilities, if any shall be transferred to another Association or Association which has similar objects and enjoying exemption under section 11 and 80-G of the Income Tax Act, 1961.
3. The Association shall invest its income for available to investment from time to time in specific mode of investments as per section 13 (i) (d) read with section (ii) (5) of the Income Tax Act, 1961.
4. The Income and funds of the Association shall be solely utilized towards the objects of the Association and no portion of its income shall be utilized for payment to Office Bearers and Executive Committee Members by way of Salary, Remuneration, Profit, Interest, Dividends, etc., as per Tamil Nadu society Registration Act & Rules.
5. The funds of the Association should not be applied for any other religious purposes or given to religious institutions.
6. Any amendment to the instrument would be carried only with the approval of Registrar of Societies.
7. Acquisition/ alienation of immovable property shall be done with prior approval of Registrar of Societies.
8. The benefits of the Association are open to all in the Association at large irrespective of caste, creed, religion sex etc.
9. The activities and functions of the Association shall be utilized only towards Charitable purpose and not for any profit motive.
10. At present the Association has no immovable property. No activities of the Association will be carried out anywhere outside India, without prior permission from the appropriate/ concerned authority Registrar of Societies.

19. OPERATION OF BANK ACCOUNT:

- a) The executive committee is empowered to open bank accounts for the association in its name with any nationalized bank. All the funds of the Association shall be deposited in the said account.
- b) The bank account shall be operated jointly by any two amongst the President, Secretary, and Treasurer. The Treasurer shall be one of the signatories.

20. FUNDS AND ASSETS :

Funds and assets of the association shall be applied for promoting the aims and objects of the Society Act.

21. ACCOUNTS OF THE ASSOCIATION :

The Treasurer shall maintain the account books. The accounts of the association shall be audited by the chartered Accountant appointed by the general body at the close of every year. The financial year shall be from 1st April to 31st March of each year.

22. GENERAL:

The Association will be Registered under Tamil Nadu Societies Registration Act 1975 as Welfare Association.

In the above Bye Laws , if anything is left out or not discussed in the Societies bye-laws.

It is to be amended as mentioned in the Tamil Nadu Societies Registration Act 27-1975 Rule No.1978.

23. PREPARATION AND FILING OF THE RETURNS:-

1. The Association shall convene the General Body Meeting in every year after the expiry of the Financial year within six months (i.e.) within September 30th During this meeting the Societies previous financial year accounts (Assets and Liabilities) under Sub-Section 16(1) Societies yearly Income and expenditure within Rs.2,500/- these accounts of the Association shall be audited by two members of the General Body who have passed tenth standard or higher to it. If the Income and Expenditure of the Association exceeds from Rs.2,500/- and within the limit of Rs.10,000/- the audit shall be done by two graduate members who are not member of the Executive Committee but from among the members of General Body.

If the Income and Expenditure of the Association exceeds from Rs.10,000/- The Accounts of the Association shall be audited by a Chartered Accountant. The above audited accounts shall be placed before the General Body to get approval. If there are not Graduate members, the accounts should be audited only by Chartered Accountant. Afterwards the audited accounts should be filed before the Registrar within six months.

2. The Association has to give a declaration that according to the previous years functions of the Association was effectively done.
3. At the end of the financial of year, the list of the members of the Association, their names, profession and addresses in the prescribed form should be filed to the Registrar by the General Secretary.
4. During the previous financial year if there is any change in the executive committee that change should be filed with the Registrar within 3 months in the prescribed form along with the copy of the resolution.
5. The books of the Association shall, at all reasonable hours to open to inspection by the Registrar or by any persons authorized by him in this behalf.
6. After the inspection of the books by Registrar, if he requires by order it is the duty of the Association or Committee Member or members of the Association to give information or explanation to the Registrar.
7. It is the duty of the member or members of the Association to submit the necessary books, records, accounts and other documents required by the Registrar or Enquiry Officer.
8. The Association shall have a registered office by which all communication and notices may be addressed and shall file with the Registrar the notice of situation of such office.

9. The clear name of the Association shall be placed in the entrance in Tamil.
10. The situation of the registered office of the Association or any change in the situation shall be intimated in prescribed format to the Registrar within 3 months.
11. It shall be the duty of the Association to file mortgage or details of any other liabilities of the Association in the prescribed format to the Registrar within one month.
12. We are now continuing registration/renewal under Tamil Nadu Societies Registration Act ,1975 with the open option of modifying/converting our registration under TN Apartments Ownership Act 1994 once such act being give effect.

24. AUDIT

- a) The Association shall cause the books of accounts to be audited by an Auditor, appointed by the Association in the Annual General Meeting and possessing the requisite qualifications.
- b) The Association shall place before the Annual General Meeting within three months after the expiry of the financial year to which the accounts relate, the Receipts & Payments and/or Income & Expenditure account and the Balance Sheet together with the Auditor's Report duly signed by the Auditor, Treasurer, Secretary and President of the Association.
- c) The General Secretary shall file with the Registrar all Returns and documents as required under the Societies Registration Act or any other Act governing the Association.

25.COPIES OF THE BYE-LAWS AND BOOKS OF ACCOUNTS:

One copy of the bye-laws will be supplied at the cost of Rs.10/- to every member and additional copy if required will be given at the cost of the member. The Bye Laws, register of members, accounts books, minutes books are to be placed promptly in the office during working hours of the association and shall be available for inspection by the members.

All matters not specifically provided in the bye-laws, shall be governed by the provisions of the Tamil Nadu Societies Act of.

26.EXHIBITION OF REGISTERS:

The registers, minute's book and books of accounts shall be kept at the registered office of the Association for inspection by the members during a prescribed time after giving prior intimation..

27. ADJOURNMENT OF MEETING:-

If required quorum is not present, the meeting shall be adjourned for the Next week

28.TERMINATION OF MEMBERSHIP:

The membership shall terminate on:

- a. members acting against the objects of the Association,
- b. resignation by a written communication addressed to the President of the Association and accepted by the Executive committee.
- c. being adjudicated bankruptcy on entering a scheme or arrangement under Bankruptcy Act or being declared as of unsound mind.
- d. non-payment of dues within 60 days from the due date.
- e. The fees paid by the member will not be refunded due to any reason

29. DISSOLUTION:The Association may have a special resolution determine that Association shall be dissolved and thereupon, the association shall be dissolved forthwith. The Association shall stand dissolved as per procedures laid in Section (41) & (42) of the Tamil Nadu Societies Registration Act.27 of 1975.

**MINIMUM CODE OF CONDUCT FOR THE OWNERS/RESIDENTS OF
ALLIANCE ORCHID SPRINGSS**

- 1) The code of conduct are designed with keeping the common interest of owners/residents in mind with the following objectives:
 - i) to ensure a SAFE & Secure and secure living environment for the residents;
 - ii) to ensure COMFORTABLE and peaceful living for the residents by ensuring that the amenities and common facilities are in good shape and available to all;
 - iii) to facilitate residents enjoying the benefits of well connected living.
- 2) Every Owner shall perform promptly all maintenance and repair work within his own Apartment with the permission of the Builder only. In doing so he/she/they shall not make any alteration, or modification which may affect the facade or the main structure of the Building or the common walls or floors between two units.
- 3) Every Owner shall bear the cost of all repairs to the internal installations of his/her/their flats wherever the maintenance is not required to be done by the builder as per agreement.
- 4) Every Owner / Resident shall ensure that the Building and the Common Areas are kept clean and tidy in all respects. Every Owner/Resident shall use the lifts in such a manner as not to damage them in any way.
- 5) Every Owner/Resident shall exercise due care about making noise or any kind or use musical instruments, radios, television sets, amplifiers etc that may disturb others.
- 6)The owners/residents are requested to desist from keeping a pet if there are reasonable complaints from the residents against it. Dogs should always be on a leash or carried while using the common areas.
- 7) No Owner/Resident shall place any furniture, packages, cycles or objects of any kind in the lobbies, vestibules, stairways, elevators and other common areas.
- 8) No Owner/Resident shall install any machinery, or equipment, like generators etc in the Common Areas, especially in the lobbies or under staircase
- 9) No Owner/Resident shall use any portion of the Common area of the Building without the written permission of the builder. The builder may grant permission for such occupation, for short periods, for marriages or other social functions, at their discretion, provided that the premises so used is released in the same condition as it was taken, and the cost of cleaning the premises, or repairing damages if any, is borne by the user. No Owner/Resident shall use the Common Areas, including Limited Areas, for any purpose which may hurt the sentiments, or feelings of any of the residents. The decision of the builder shall be final in any case of difference of opinion.
- 10) No Owner/Resident shall put up any hoarding, advertisement, notice, or poster of any kind, in or on the Building, except as authorised by the builder.
- 11) No Owner/Resident, or any person connected with him/her/them, shall cause any damage, whatsoever, to any asset of the builder.