

**RULES AND REGULATIONS
OF
THE TRAVEL AGENTS FEDERATION OF INDIA**

1. INTERPRETATION:

In the interpretation of these Rules the following expressions shall have the following meanings unless there be something in the subject or context inconsistent therewith:-

- a) "The Federation" shall mean "The Travel Agents Federation of India".
- b) "Member" shall mean and include any Individual (Proprietorship), Partnership Firm, Association, or Limited Liability Partnership (LLP), or Limited Company, who is for the time being duly elected Member of the Federation or a duly appointed nominee or representative not below the rank of Manager, of such member and includes Chartered Member or Active Member or Associate Member or Allied Member or Affiliate Members or Honorary Member or Overseas Allied Member or Government Representative or a member introduced under any other category of member/s that may be created in future.
- c) "Managing Committee" shall mean the members for the time being of the Managing Committee of the Federation constituted in the manner prescribed by these Rules and Regulations.
- d) "Member of the Managing Committee" shall mean a member of the Federation for the time being elected to the Managing Committee in the manner prescribed by these Rules & Regulations.
- e) "Co-opted Managing Committee Member" shall mean a member of the Federation for the time being co-opted to the Managing Committee in the manner prescribed by these Rules & Regulations.
- f) "Chapter" shall mean the branch of the Federation constituted by the Managing Committee in the manner prescribed by these Rules and Regulations.
- g) "Chapter Committee" shall mean the members for the time being of the Chapter Committee of the Chapter constituted in the manner prescribed by these Rules and Regulations.
- h) "Member of the Chapter Committee" shall mean member of the Chapter for the time being elected to the Chapter Committee in the manner prescribed by these Rules and Regulations.
- i) "City Committee" shall mean the members for the time being of the City Committee of a City / Town / Area as being defined from time to time constituted in the manner prescribed by these Rules and Regulations.
- j) "Member of the City Committee" shall mean member of the City/ Town/ Area for the time being selected to the City Committee in the manner prescribed by these Rules and Regulations.

k) “City Convener” Shall mean a member of a City Committee who is selected by their Chapter Committee to organize a City Committee.

2. AREA OF OPERATION:

The Area of operation shall be all over India, however, no restrictions to enroll members who reside and/or operate abroad.

3. MEMBERSHIP:

The Membership of “The Travel Agents Federation of India” is open to all persons who agree with the aims and objects of “The Travel Agents Federation of India” (hereinafter referred as “the said Federation”). They shall have to abide by the Rules and Regulations of the said Federation as amended from time to time.

The Members of the Federation shall be classified into the following categories with or without voting rights in the manner prescribed by these Rules and Regulations.

- a) Chartered Members
- b) Active Members
- c) Associate Members
- d) Allied Members
- e) Affiliate Members
- f) Overseas Allied Members
- g) Government Representatives
- h) Honorary Members

In addition to the above, the Managing Committee of the Federation, may at any time create new category and/or categories of Members and may provide for their fees and subscriptions and for the rights and privileges of such new category and/or categories of members.

Members shall be issued a maximum of two Accredited Representative cards each. Such representative card holders shall be entitled to therewith attend meetings and vote therein as per the procedures of AGM as set out from time to time by the Managing Committee within the rules of the Federation, however, only one person per member shall be permitted to vote at such meetings as per procedures. Cards shall be issued to Directors, Proprietors and Partners only and solely at the discretion of the Managing Committee to Senior Executives of a member.

If a card is lost or misplaced, another card shall be issued for a fee as determined by the Managing Committee of the Federation from time to time.

No person shall be allowed to attend a meeting or to vote without a valid membership card, except (a) if the card is under process and unavailable due to

circumstances beyond the control of the Managing Committee and due to no fault of the member concerned.

The Managing Committee under compelling circumstances may issue a temporary card with or without a photograph of the member. (b) Provided further that for the purpose of attendance at any meeting of the Federation, the word “Member” shall mean and include the Proprietor of a Proprietorship concern, designated Partner of a Partnership/LLP concern, or a designated Director of a Limited Company, OR a duly Authorised Representative of a Member of a category of not less than a Manager, working for a particular member who is being represented by such a representative.

An Authorised Representative of a Chartered / Active / Associate Member shall be permitted to attend the proceedings of a meeting provided they have documented authority letter from the member agency and a valid Government Identity Card to prove his / her identity.

a) Chartered Member:

A Chartered Member is an International Air Transport Association (hereinafter referred to as IATA) approved head office/registered office of a Proprietary or Partnership firm or LLP or a Company having an established place of business in India, who has formed the said Federation at the initial stage and has paid the chartered membership fee, and shall enjoy all the benefits of an Active Member, and shall have voting rights and shall be eligible to stand for elections and be elected.

b) Active Member:

An Active Member is an IATA approved head office/registered office of a Proprietary or Partnership firm or LLP or a Company having an established place of business in India, and shall have voting rights and shall be eligible to stand for elections and be elected.

c) Associate Member:

An Associate member is a branch of a Chartered Member or Active member who is IATA accredited, (the membership being co-terminus along with the respective Chartered Member's or Active Member's membership of the Federation) and shall have a right to vote and stand for election and be elected at the Chapter level, provided that such an Associate Member is not a Member of the same Chapter as the Chartered or Active Member.

d) Allied Member:

A legal entity in Tour Operations, Technology Partner, Transportation or Hotel Business or Professionals or otherwise having a close relationship with the Travel/Tourism business but whose primary business does not involve issuing of Airline tickets, will be accepted as a member of the Federation with no right to stand for election or vote in any of the proceedings of the Federation.

e) **Overseas Allied Member:**

An Overseas Allied Member is classified as a Non-resident Travel Agent or a legal entity associated with the Travel Trade, Industry or Service or having a close relationship with the Travel and / or Tourism business shall be admitted under the above-mentioned category and shall have the right to participate in the activities only but shall have no right to stand for election or to vote in any of the proceedings of the Federation.

f) **Affiliate Member.**

A legal entity acting as a Travel Services Intermediary who is not an IATA Accredited Agency but whose predominant business is in Airline Ticketing and shall have no right to stand for election or vote in any of the proceedings of the Federation.

g) **Government Department/s or Representative/s of the same:**

Any Government Department/s or Designated Person from Tourism or any Central, State, Foreign, Government department, shall be eligible for Membership as, provided in the application made and accepted by the Managing Committee and/or invited by the Managing Committee, such member/s shall have the right to participate in the activities of the Federation but with no right to stand for election or vote in any of the proceedings of the Federation. Such members shall have all the rights as provided to the Allied members.

h) **Honorary Members:**

An Honorary member is a person or a legal entity, who in the opinion of the Managing Committee is deemed fit to be admitted as a member of the Federation for such period as the Managing Committee decides, with no right to stand for election or vote in any of the proceedings of the Federation. An Honorary member shall not pay any entrance or subscription fees. Such an Honorary member shall remain as a member till the ensuing 31st of March or until the term of the Managing Committee which has selected such a member, whichever is earlier.

4) **PROCEDURE OF ADMISSION OF A MEMBER:**

a) Every application for Membership of the Federation for any category except Government/ Honorary members, shall be made in writing by such Individual (Proprietorship), or Partnership Firm or Association, or Limited Liability Partnership (LLP), or Limited Liability Company, in such form and shall contain such particulars as may be prescribed by the Managing Committee from time to time.

b) Every such application for Membership shall be proposed by one Chartered or Active member, not being a member of the Managing Committee / Chapter Committee, and seconded by another Chartered or Active member, not being a member of the Managing Committee / Chapter Committee.

c) All applications for Membership of the Federation wherein a Chapter exists shall be routed through the Chapter Committee of the Chapter along with their recommendations.

d) The Managing Committee shall be at liberty to decide the procedure for inducting Individual (Proprietorship), or Partnership Firm or Association, or Limited Liability Partnership (LLP), or Limited Liability Company or any other category and/or class as a member to the said Federation.

e) The Managing Committee’s decision regarding admission of a member shall be final and the Managing Committee may or may not assign any reason for rejecting an application.

5) ENTRANCE FEE AND ANNUAL SUBSCRIPTION:

a) The amount of entrance fee and subscription fee shall be paid by every paying member in advance for 1 year and shall be as follows in INR plus taxes thereon as applicable:

Sr. no.	Category	Entrance Fee (Non-Refundable)	Annual Subscription Fee (Non-Refundable)
1.	Chartered Member	Not Applicable	4389
2.	Active Member	6505	4389
3.	Allied Member	6505	2497
4.	Associate Member	6505	2497
5.	Affiliate Member	6505	2497
6..	Overseas Allied Member	6505	3102
7.	Government Representatives	NIL	NIL
8.	Honorary Member	NIL	NIL

Plus taxes as applicable thereon at the rate applicable from time to time.

b) Any singular change in the entrance fee or subscription fee and other fees etc. over and above 25% of existing fee shall be subject to the approval of a General Body Meeting pursuant to a resolution/s passed therein.

c) The Managing Committee shall have rights to also charge over and above these fees additional charges for various services & membership & affiliations provided by the Federation.

d) In order to encourage multi location agencies to enroll all their branches as either Associate or Affiliate members, the Managing Committee may prescribe incentivized annual membership fee structure which could cover all the locations as under:

i) One Chartered/Active/Allied Member Head Office (HO) with upto 10 Associate/Affiliate/Allied locations INR 25,000/- Registration Fee along

with taxes thereon at the rate applicable from time to time and Rs. 25,000 annual subscription fees along with taxes thereon at the rate applicable from time to time or as may be decided by the Managing Committee from time to time.

ii) One Chartered/ Active/Allied Member (HO) with over 10 or more Associate/ Affiliate/ Allied locations INR 25,000 Registration fee along with taxes thereon at the rate applicable from time to time and INR_50,000/- annual subscription fee along with taxes thereon at the rate applicable from time to time or as may be decided by the Managing Committee from time to time.

6) CEASING TO BE A MEMBER:

A person shall ipso-facto cease to be a member:

- a) Upon being declared Bankrupt.
- b) On his/her death in case of a Proprietorship. (However, continuity may be maintained by nominating in the prescribed form of Nomination to the Federation).
- c) On the resignation by the member.
- d) If he/or she is convicted of criminal offence involving moral turpitude.
- e) If expelled from the Federation.
- f) On the registration of a Member being terminated by the Government or IATA (in the case of Chartered and Active Members), and such a member having ceased to be a member of the Federation, shall not be admitted as a member of the Federation, under any other membership category, except after having been granted a reinstatement or restoring of registration by the Government or IATA
- g) On non-payment of the dues accruing to the Federation within two months after the due date, and the decision terminating membership has been taken by the Managing Committee.
- h) In the event of dissolution of a member entity or on any change in its constitution, the continuation of the membership will be subject to the approval of the Managing Committee.
- i) In the event of the Company being wound up and/or going Bankrupt under the Companies Act, 1956/2013. In case of LLP dissolution of LLP under Limited Liability Partnership Act, 2008
- j) In the event of takeover or amalgamation / merger of the member Company, under the Companies Act, 1956 / 2013, continuation of the membership of the Company will be subject to the approval of the Managing Committee.

7. MANAGING COMMITTEE:

a) The Management and Administration of the said Federation shall be carried out and managed by the Managing Committee in accordance with the Rules and Regulations of the Federation. The Federation shall pay all legal expenses incurred in promoting, registration and amendments to the Memorandum and Rules, of the said Federation as and when and if so required.

b) The Managing Committee shall be constituted of a maximum of fourteen members:-

There shall be:

President	*	One Post
Vice President	*	One Post
National General Secretary	*	One Post
National Treasurer	*	One Post
Managing Committee Members	*	Five Posts
Co-opted Managing Committee Members	#	Upto Four Posts
Immediate Past President (IPP)	@	One Post
Joint Secretary	+	See note below
Joint Treasurer	+	See note below

* Directly elected to the respective Offices / Post/s, by the Voting Members of the Federation.

+ The Post of One Joint Secretary & the Post of One Joint Treasurer shall be elected from within the Elected Managing Committee Members, by the existing Voting Managing Committee Members.

Minimum Two Co-opted Managing Committee Members are Mandatory

@ Immediate Past President – Shall have no right to vote or hold office.

c) Additional Co-opted Committee Members shall be Co-opted by the Managing Committee at its sole discretion, while Mandatory Co-opted members shall automatically be taken into the Managing Committee; the additional Co-opted Members and the Mandatory Co-opted Members shall : -

- i. Have tenure of term co-terminus with the Managing Committee’s term.
- ii. Have a right to vote in any matter of whatsoever nature.
- iii. Have no rights to hold office at any time during the tenure of the Managing Committee.

iv. Co-option/s to the Managing Committee and/or the Chapter Committee/s as required by the Rules and Regulations of the Federation shall be completed within six months from the commencement of requirement/s of such co-option/s, under the Rules and Regulations of the Federation.

d) IPP shall have no right to vote or hold any office and will have a term, until another person is elected the President and as such the last Outgoing President shall become IPP.

E.g. in the event any reigning President enjoys 2 terms, the IPP shall enjoy 2 terms along with the President. In the event of death or incapacitation or of a President the IPP shall remain until the term of the newly elected President for the balance term of the President. Only death or incapacitation or resignation of IPP, shall leave the post of IPP vacant.

e) Elected and/or Co-opted committee members from other similar Association/s representing the Travel and Tours Agents cannot stand for elections and be elected to the Managing Committee of the Federation. Such members of similar Association/s should not be in the Managing Committee of similar Association/s for at least 1 year prior to filing their nominations or being Co-opted to the Managing Committee of the Federation.

f) Once a member is elected or co-opted in the Federation's National or Chapter Managing Committee he/she cannot hold any office in any other Travel and Tour related Agents' Association/s.

g) President, Vice President, National General Secretary and National Treasurer and five Managing Committee Members shall be elected directly to their respective offices / post/s by the voting members of the Federation. The Managing Committee shall elect amongst themselves a Joint Secretary and a Joint Treasurer.

h) Any person/s who resigns/vacates from any office of the Federation during the tenure of her/his/their term in office, for any reason whatsoever, such person/s shall automatically be deemed to have vacated the seat of the Managing Committee Member/s, even if s/he/they qualify to continue as a Managing Committee Member/s. (This provision shall also apply to the Office Bearer/s of any Chapter of the Federation in any aspect that may be applicable, under the Rules).

i) Provided further that in the event of Resignation / Vacation / Incapacitation of the President of the Federation, for any reason whatsoever, the Vice President of the Federation shall take over as the Acting President of the Federation and shall hold dual offices; that of the President of the Federation; as well as the Vice President of the Federation, until such time that re-election to the office of the President takes place without affecting the eligibility of such Acting President and Vice President of the Federation for standing for elections and being elected

as the President of the Federation, for the subsequent two terms as per Rules and Regulations of the Federation.

- j) Provided further that, in the event that such a Vice President who has held dual offices: that of The President and The Vice President of The Federation, for a period of at least one year until completion of term of the dual offices, and in the event that s/he stands for election to the office of The President of The Federation and is not elected to the said office of The President of The Federation for subsequent term/s; OR does not stand for election to the office of The President of The Federation, for a subsequent term, upon the aforesaid completion of the term of the dual offices; OR re-election to the office of The President takes place due to any provision of the Rules and Regulations of The Federation, s/he shall become the Immediate Past President of the Federation.
- k) Provided further that, similarly, in the event that any Office Bearer of the Federation is incapacitated / resigns / vacates his Office for any reason whatsoever, the next in line below such incapacitating / resigning / vacating Office Bearer, shall hold dual offices; that of his own; as well as that of the incapacitating / resigning / vacating Office Bearer, without affecting such dual Office Bearer/s' eligibility for standing for election and being elected for the subsequent two term/s of the post being held as an additional charge, as per Rules and Regulations of the Federation.
- l) Provided further that, in the event of any Office Bearers of the Federation resign / vacate their offices for any reason whatsoever, either simultaneously or during one and the same term of office, there shall be elections held for the specific office, within six months from such resignation / vacation / incapacitation of office, to the specific office that have been so vacated, as per Rules and Regulations of the Federation. The terms of the Office Bearers so elected shall be co-terminus with the tenure of the Managing Committee.
- m) Provided further that, in case of resignation / vacation / incapacitation of office of the Chairman/Secretary/Treasurer of any Chapter of the Federation for any reason whatsoever, there shall be elections held for the specific office, within six months from such a resignation / vacation / incapacitation of office, to the specific office that has been so vacated, as per Rules and Regulations of the Federation.
- n) Provided further that notwithstanding anything contained herein, in the entire Rules and Regulations of the Federation, nothing shall permit any person to hold dual offices/posts at the level of the Managing Committee and at the Chapter level simultaneously or concurrently, save and except, in the circumstance, as stated hereinabove, in the aforesaid provisions.
- o) In the event of any of the Office Bearer/s resigning or his/her death or any incapacitating event there shall be re-elections to that office only and such a re-elected Office Bearer shall hold office for the balance tenure of the retiring/expired/resigning Office Bearer.

p) Any retiring member of the Managing Committee shall be eligible for re-election. The Casual Vacancies, however, may be filled up by the Managing Committee by co-option with full voting rights and in place of the Vacating Managing Committee Member. In the event of more than two Casual Vacancies, whether at one time or at different times during the tenure, such vacancies shall be filled up by way of elections only for such vacancies. Any such person/s that is/are co-opted by the Managing Committee, or elected as the case may be, shall remain in the Managing Committee for the remaining tenure of the vacating Managing Committee member only. However, only Co-opted Managing Committee Member shall not hold any office during such remaining tenure.

q) It is Provided that any retiring member of the Managing Committee may stand for re-election and be re-elected to the Managing Committee. However, any retiring Office Bearer re-elected directly to a particular office, (i.e. President, Vice President, National General Secretary and National Treasurer), may stand for re-election and be re-elected to that very particular office, provided that such an Office Bearer has not completed two terms each or part thereof, continuously and/or consecutively, as the case may be. In the event that he/she has completed two terms consecutively or continuously in the same office, he/she may stand for election and be elected for a higher office only in the hierarchy of Nos. (a) thru (d) herein above mentioned. It is further provided that, he/she will become eligible to stand for election and be elected and may hold the same position or office that he/she has held for two consecutive terms, only after an abstinence from that particular position or office of Managing Committee for a period of one term thereafter.

Note : Office/s shall mean the posts of the President, the Vice President, the National General Secretary and the National Treasurer and Office Bearer/s shall mean the directly elected person/s, holding the office/s of the President, the National General Secretary and the National Treasurer.

8.) TERM OF THE MANAGING COMMITTEE:

The Managing Committee shall be elected by means of a secret ballot and / or e-voting and / or postal ballot and shall be so elected for one term comprising of two Solar Calendar years, from the date of elections.

9.) THE NATIONAL JOINT COUNCIL

The National Joint Council shall comprise of:

- a) All the Managing Committee Members
- b) The Chapter Chairman from each and every Chapter of the Federation or in his/her absence any one authorised representative appointed by the Chapter Chairman for the purpose of representing the interest of the particular Chapter in any particular meeting of the Joint Council.

10) **THE RULES OF THE NATIONAL JOINT COUNCIL.**

- a) The tenure of the National Joint Council: The National Joint Council shall be formed after the taking over of the charge of the affairs of the Federation, by a new Managing Committee as a result of elections, and the term shall be co-terminus with the term of the Managing Committee of the Federation.
- b) The National Joint Council shall be kept informed of all the decisions taken at the Managing Committee meetings by circulating the minutes of the Managing Committee by email, after such minutes, having been approved by the Managing Committee.
- c) The recommendations of the National Joint Council shall be considered by the Managing Committee and if thought fit, implemented, with or without modifications, by the Managing Committee.
- d) The National Joint Council shall meet at least twice annually, as per decision taken by the Managing Committee.

11) **POWERS OF THE MANAGING COMMITTEE:**

The Managing Committee shall work and have full powers and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of and in particular to the following:

- a) To look after, manage, supervise and control the management of the said Federation and its properties.
- b) To admit or reject new member and accept resignation of the members.
- c) To have an audited statement of accounts prepared every year for submission to the Registrar of Societies and any other authority as may be required by the Law for the time being in force.
- d) To device such arrangements/schemes (like Joint Fixed Deposit / Joint Bank Guarantee Arrangement) or similar to it, so as to be offered to the entities, which are promoting or augmenting the payments and/or receipts of the travel and allied industry, and regulate the procedures of business of travel in India.
- e) To accept/give donation in cash or in kind on such terms and conditions and/or without any conditions.
- f) To make appeal/s to the members and general public for general donations as per the decision of the Managing Committee or General Body.
- g) To make donation/s or to contribute as per the decision of the Managing Committee an amount not exceeding INR 2,50,000

In the event that a higher donation is envisaged by the Managing Committee, the Managing Committee may seek timebound approval / disapproval through email and act according to the majority direction of voting members.

- h) To appoint such committees with such powers as the Managing Committee may think fit and proper, for such purposes, and/or to dismiss the same when the purpose is full-filled.
- i) To form such Chapters or City Committees in such cities / zones / areas or States as the Managing Committee deems fit and to frame Rules and Regulations for the functioning of the Chapter/City Committees and to alter, modify the Rules and Regulations from time to time.
- j) To invite the Chapter Chairman to the Managing Committee meetings as and when the Managing Committee decides.
- k) To suspend member/s from the membership of the Federation on grounds of misconduct, working against the Federation, grave violation of Rules & Regulations and any such course as may be deemed appropriate by the Managing Committee.
- l) To finally expel member/s from the membership of the Federation on the grounds as aforesaid after placing the matter before a General Body Meeting and its approval therewith.
- m) To make, alter, amend or modify and enforce a code of conduct upon the members and committees, on any person or persons and also penalize according to such a code of conduct, however within the ambit of natural justice and without the intention of victimizing.
- n) To seek affiliations with other such organizations as and when deemed necessary for the benefit of the society.
- o) Generally, to do all such other acts, things as are incidental or conducive to the attainment of the above powers and duties or anyone or more of them and the aims & objects specified in the Memorandum of the Federation.
- p) The Managing Committee shall have the powers to run Membership Development programs by offering discounts, as deemed fit, provided that such development program/s is/are not within 3 months prior to elections. The Managing Committee may reduce / waive of Entrance fees and / or offer maximum of 50% discount.

12. MEETINGS OF THE MANAGING COMMITTEE :

Members of the Managing Committee shall meet ordinarily at least once in two months, or more if necessary to conduct the affairs of the said Federation. Minimum seven days notice of the meeting in writing, by hand delivery or by fax or by email shall be given to the members of the Managing Committee. In case of emergency, shorter notice maybe given to the members of the Managing Committee.

13. REQUISITION MEETING OF THE MANAGING COMMITTEE :

The requisition meeting of the Managing Committee may be convened upon a requisition made in writing by the President, and/or any three members of the Managing Committee. Such requisition shall specify the subject of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Federation.

On receipt of the requisition the Managing Committee shall forthwith proceed to convene the meeting. If the Managing Committee fails to do so, then the President and / or the requisitionists themselves may convene such a meeting within 10 days from the delivery of such requisition. Quorum for the requisition meeting shall be 2/3rd members of the Managing Committee. If meeting is adjourned for want of quorum the meeting shall be held half an hour later at the same place and members present shall form the quorum.

14. QUORUM FOR THE MANAGING COMMITTEE :

2/3rd members of the Managing Committee shall form a quorum of the Managing Committee meeting. If meeting is adjourned for want of quorum the meeting shall be held half an hour later at the same place and members present shall form the quorum.

15. MINUTES TO BE KEPT:

The Managing Committee shall have to maintain a Minute book, which shall provide:

- a) A clear report of the proceedings of such meetings.
- b) A copy of each notice convening the meeting of Managing Committee and General Body and of each circular in which the decision has been arrived at by the Managing Committee. Minutes shall be circulated and read over in the next meeting of the Managing Committee and when confirmed shall be signed by the Chairman of such meeting.

16. JOINT SECRETARY / JOINT TREASURER:-

The Managing Committee shall elect from among themselves, One Joint Secretary and One Joint Treasurer for a term of two years or any part thereof.

17. OFFICE-BEARERS / PERSONS HOLDING POSTS AND THEIR DUTIES :-

a) **President:**

The President of the Federation shall preside over the meeting/s and regulate all the meetings of the Managing Committee. The President shall in addition to his rights of voting as a member have a casting vote in case of a tie.

b) **Vice President:**

The Vice-President shall occupy the Chair of the President in his absence. He / She shall assist the President in discharging his/her duties.

c) **National Gen. Secretary:**

The National General Secretary shall accept application for membership to the Federation and submit the same to the Managing Committee and s/he will maintain Membership Register up-to-date. S/He shall maintain the minute book and attend to daily routine correspondence. The National General Secretary shall maintain all other necessary books.

d) **Joint Secretary:**

The Joint Secretary shall assist the National General Secretary in his/her daily routine work.

e) **National Treasurer:**

The National Treasurer shall ordinarily receive and make all payments on behalf of the Federation and pass the necessary receipts and shall maintain the account books. S/He may authorize at her/his sole discretion any other Member of the Managing Committee and/or Employee/s of the Federation. However, the sole responsibility for the aforesaid will lie with her/him.

18. **ANNUAL GENERAL BODY MEETING (AGM):**

The Annual General Body Meeting (AGM) of the Federation shall be held once in a year on or before 30th September of each and every year at such place, time and date as the Managing Committee shall determine, however, within India only.

19. **EXTRA ORDINARY GENERAL BODY MEETING (EOGM):**

- a) An Extra-Ordinary General Body Meeting (EOGM) may be convened by the Managing Committee of its own motion, or upon a requisition made in writing by the President and or on requisition made in writing by not less than five percent of the total eligible Voting Members, on the date of receipt of the requisition.
- b) Such requisition shall specify the subject of the meeting proposed to be called and must be signed by all the requisitionists under the official seal of the Member and shall be delivered at the registered office of the Federation.
- c) On receipt of the requisition the Managing Committee shall forthwith proceed to convene an Extra-ordinary meeting within 60 days. If the Managing Committee fails to do so, then the President himself or requisitionists themselves may convene such a meeting within 30 days thereafter. If all of the above are unable to convene the meeting within the stipulated period of 90 days, i.e. 60 days and 30 days thereafter, then the entire requisition shall stand nullified and shall have no force of law.

- d) If the meeting is a result of a requisition made, the meeting shall be conducted only if at least 50% of the requisitionists are present, in person, on the appointed date and time and venue, otherwise the requisition shall be deemed to be null and void and failed and the meeting shall be or shall not be conducted only at the discretion of the President of the Federation, or the chairman of the EOGM.

All EOGMs shall be held in India only.

20.) **NOTICE OF THE AGM / EOGM:**

Fifteen days notice specifying the place, date, time with agenda shall be given to each and every member of the Federation, by hand delivery OR by e-mail to their registered postal/e-mail address OR by post OR by courier. But an accidental non-receipt of such a notice by any member shall not invalidate the proceedings of any General Body Meeting.

21.) **QUORUM OF THE AGM/EOGM:**

The quorum for the AGM/EOGM shall be 1/3rd of the total Voting Members of the Federation. Any adjourned meeting for want of quorum shall be held half an hour later at the same place and the members present shall form the quorum.

22) **BUSINESS OF THE AGM:**

The business of the Annual General Body Meeting shall be:

- a) To confirm the minute of the previous Annual General Meeting.
- b) To confirm the minute of the Extra Ordinary General Body Meeting/s if so held during the year.
- c) To adopt the previous years audited statement of accounts.
- d) To elect the Managing Committee for the next term, if the term is over/or about to be over.
- e) To appoint Auditors and fix their remunerations.
- f) To consider any other matter, due notice of which has been given by representative/s of member/s to the Managing Committee, clear five days prior to the date of the Annual General Body Meeting, provided that such representative/s member/s is/are present personally at the Annual General Body Meeting.
- g) To consider any other matter with the permission of the Chairman of the meeting.

23.) **BUSINESS AT EOGM:**

No business other than that specified in the notice calling the EOGM, shall be transacted at the EOGM.

24.) **ELECTIONS:**

The general election shall take place every two years in a general body meeting on or before 30th September of the relevant election year.

Furthermore, Chapter elections should be completed before the National Managing Committee holds elections.

25.) **VOTING:**

Only member/s specified hereinabove as Voting Member/s, shall be permitted to cast vote/s (or cast e-vote/s through internet, if so facilitated by the Federation), or vote through Postal Ballot (to be received at least 3 days in advance before the date of such casting votes at the venue of the elections) at the office, (If so facilitated by the Federation), at any General Body Meeting / Extraordinary General Body Meeting, provided that no dues are pending from such Member/s.

In the event that E-voting is facilitated by the Federation, the opening and closing time of casting E-vote/s shall be notified in the notice calling the meeting. Dual and/or multiple voting, by any member, in any form shall disqualify all the vote/s cast by such a member. Furthermore, in such an event wherein E-voting is facilitated by the Federation, the members shall be offered a choice, either to attend the General Body Meeting/Extraordinary General Body Meeting and vote at the venue – either electronically or through physical secret ballot or cast e-vote/s over the internet.

In any event, a person who has cast an E-vote shall not be prohibited from participating in the deliberations at any General Body Meeting/Extraordinary General Body Meeting. However, E-voting and a show of hands at the venue shall be mutually exclusive for the same proposition/decision.

DUAL POSTS: An elected Chapter Committee member cannot be nominated for the National Elections and vice-a-versa, unless he / she has first resigned from the previous post.

26.) **SOURCE OF INCOME:**

The Federation shall raise their funds by way of subscription, contribution, Membership fees, donation in cash or in kind or any other way which is legally permitted.

27.) **FINANCIAL YEAR:**

The financial year of the Federation shall be: 1st April to 31st March of every year.

28.) **BANK ACCOUNT:**

The Managing Committee shall open Bank account/s in any Scheduled/Nationalized, highly reputed Private, or Multinational Bank/s in the name of the Federation, and shall be operated jointly by, at least two Office-Bearers. President's or National Treasurer's signature shall be necessary for each and every payment transaction, or his/her authorization in the form of a voucher shall be a necessity in a payment transaction. Nevertheless, under no circumstances one individual shall operate or make payment even in any eventuality where by one individual is forced to hold two offices or positions concurrently. Separate bank accounts shall be opened and operated as aforesaid for separate schemes of the Federation.

29.) **SUB-COMMITTEE/ COMMITTEES:**

The Managing Committee shall have power to appoint sub-committee or committees as and when necessary. The President of the Federation shall preside over these sub-committee or committees, OR he may appoint any other Member / Managing Committee Member to chair the same.

30.) **CHAPTER/S:**

- a) Chapter / s shall be formed in such cities /zones /areas or States if the Managing Committee receives sufficient representation from such cities /area/ zones and States and the Managing Committee is of the opinion that a Chapter is necessary to be formed in such city, area, zones or States.
- b) A new Chapter may be formed provided there are not less than 15 members in a particular city/zone/area/state; Further provided that such a Chapter may be formed only if there are not less than 8 Active/Chartered/Associate members out of the aforesaid 15 members, in that particular city/zone/area/state; however, in the event the membership falls below 8 Active/Chartered/Associate Members in a particular Chapter (except in the state of Jammu and Kashmir) such a Chapter may be merged with another Chapter and/or may be disbanded at the sole discretion of the Managing Committee.
- c) The relationship of a Chapter and the Federation, shall be that of a branch office and not that of a Principal and Agent.
- d) A Chapter so formed, being merely a branch of the Federation, shall follow all the guidelines and the principals as laid down by the Managing Committee from time to time and try to emulate and project and follow the working model of the Federation at all levels.
- e) The First Chapter Committee shall be constituted by the Managing Committee to hold office and post for one year only, and subsequent Chapter Committee shall be elected by the members of the Chapter in the General Body meeting of the Chapter.
- f) The Management and Administration of the Chapter shall be carried out by the Chapter Committee, which shall consist of minimum three duly elected members

in case a Chapter has less than 50 members and a maximum of five duly elected members, in case a Chapter has 50 or more members.

- g) The Chapter Committee shall have a Chapter Chairman, Chapter Secretary and Chapter Treasurer and in case of five members two shall be Chapter Managing Committee Members.
- h) The Management and Administration of the Chapter shall be carried out by the Chapter Committee as per the Rules and Regulations framed by the Managing Committee for a particular Chapter from time to time and shall abide by all the directions and instructions given to such a Chapter.
- i) The Chapter Committee shall work within the framework of the philosophy pursued by the Managing Committee.
- j) Fiscal and all powers shall solely lie with the Managing Committee, and all transaction shall be scrutinized by Managing Committee. The say of the Managing Committee in all matters shall be final and followed to the letter and the spirit of the directions of the Managing Committee by a Chapter.
- k) The Election to the Chapter Committee shall be held every two years and will precede the national elections by at least 21 days or as directed by the Managing Committee. In the event a new Chapter Committee has not completed one term of approximately two years, elections will be held in the same year as the national elections so that they fall into the other Chapter's method of holding elections. The Managing Committee at its sole discretion shall appoint an Observer from the Managing Committee during the elections of the Chapter Committee, Office Bearers can stand for re-election but, cannot hold the same post for more than two consecutive terms or any part thereof. However, he/she will become eligible to hold the same Office, only after an abstinence from that particular Office of Chapter Committee for a period of one term thereafter.
- l) The Chapter Committee shall function strictly as per the directions issued by the Managing Committee from time to time.
- m) Every application for membership, from the Chapter, to the Federation will have to be forwarded strictly in the prescribed form issued by the Managing Committee, with due comments by the Chapter Committee to the Managing Committee, which shall be considered and approved by the Managing Committee entirely at its sole discretion.
- n) Annual Membership subscription amount received by the Federation from a member shall be shared by the Federation in the proportion of 50% for the Federation and 50% shall be returned to the respective Chapter, however, only after receiving the entire amount from the concerned member.
- o) The Chapter shall be allowed to charge a separate but nominal subscription fee subject to prior approval of the Managing Committee, and thereafter passing a resolution at the level of Chapter calling a General Meeting of the Members of the particular Chapter for this purpose only. All the Rules and Regulations of an

EOGM of the Federation shall apply to such a meeting.

- p) The Chapter Committee shall have power to appoint sub-committee/s as and when necessary.

The Chapter Committee shall maintain accounts, which shall be duly audited by an Auditor to be appointed by the Chapter Committee/Managing Committee, however, in accordance with the accounting principles and as laid down by the Managing Committee and such accounts shall be merged with the National Accounts.

- q) Chapter is prohibited from applying and obtaining a PAN card or filing separate returns before any Authority.

- r) The Chapter Committee may make, alter, amend or modify and enforce operating guidelines, keeping in mind the local circumstances, after prior approval from the Managing Committee.

- s) The Auditor appointed by the Managing Committee shall also have the right to inspect/audit the accounts maintained by the Chapter.

31.) CONTROL AND MANAGEMENT OF CHAPTER COMMITTEE:

- a) The Chapter Committee shall function according to the Rules and Regulations framed by the Managing Committee from time to time.

- b) The Managing Committee shall have power to de-recognize a Chapter / City Committee or dismiss a Chapter / City Committee or even any member (s) or all of the Chapter Committee / City Committee, if the Managing Committee is of the opinion that the Chapter or Chapter Committee or any one member of the Chapter / City Committee is not functioning in the interest of the Federation, however, only if two thirds of the Voting members of the particular Chapter, write to the Managing Committee indicating their lack of confidence OR only after referring such a dismissal to a General body Meeting of the Federation, for its approval of such dismissal/s.

- c) The Chapter Committee shall be required to submit accounts to the Managing Committee as and when required by the Managing Committee and within thirty days after the financial year ending i.e. 31st March of every year.

- d) Chapter Committees may form City/District Committees with prior approval of the Managing Committee. Such city/district committees should have a minimum of 8 members with one city Convener heading the same.

- e) The Chapter Committee will assist the City Committee monetarily and otherwise to hold meetings and carry out their day to day functions.

- f) These City / District Committees will report to the Chapter Committees unless the membership exceeds to form their own Chapters. They may then apply for forming their own Chapters which will be at the sole discretion of the Managing Committee.

- g) The term of the City Committee is co-terminus with the term of the Chapter

Committee, after which the new committee will select a new city Convener if so desired.

- h) A City Committee shall be merely a part of the particular Chapter which has formed it and has no separate entity.

32.) OFFICE BEARERS OF CHAPTER COMMITTEE AND THEIR DUTIES:

a) Chapter Chairman:

The Chapter Chairman shall preside over the meeting and regulate all the meetings of the Chapter Committee. The Chapter Chairman shall in addition to his/her rights of voting as a member, have a casting vote in case of a tie. He will pursue the philosophy and the policies prescribed by the Managing Committee. He will assist the Managing Committee in gathering all travel related information, liaison with all relevant bodies to explore and promote travel business and address all travel related matters. He will represent the Federation, at all Government levels only as per the direction and prior approval of the Managing Committee.

b) Chapter Treasurer

The Chapter Treasurer shall ordinarily receive all payments made to the Chapter and pass the necessary receipts. He / She will assist the National Treasurer in the collection of dues to the Federation and shall maintain the books of Accounts. However all payments shall be made with any two signatures of Office Bearers.

33.) BOOKS OF ACCOUNTS:

The Managing Committee shall direct the National Treasurer to keep the accounts, up-to-date, and/or with the help of the Auditor specially appointed for the purposes and shall have the accounts audited by a qualified Chartered Accountant regularly.

34.) EXPENSES ON THE OBJECTS:

Funds shall be utilised towards the aims and objects of the Society, as mentioned in the Memorandum of Association as follows:

- a) Administrative Expenses
- b) Social/Cultural / Welfare Expenses.
- c) Reserve Fund

in proportions as it may be decided by the Managing Committee.

Any expenses not falling in the aforesaid categories, shall be to a maximum amount of Rs.2,50,000/- (Rupees Two Lakhs Fifty Lakhs Only) per financial year. In the event that a higher expense is envisaged by the Managing Committee, the Managing Committee may seek timebound approval / disapproval through email and act according to the majority direction of voting members.

35.) **POWER TO PURCHASE, LEASE, LICENSE ETC. IMMOVABLE PROPERTY:**

The Managing Committee shall have power to purchase immovable property / properties for the purposes of the Federation, and sell the same, as well as take premises on Leave and License, lease, rent or use the services of a Business Center or in any other way, so as to further the objects of the Federation after being approved by a General Body (AGM / EOGM).

In the event of taking premises on Leave and License, lease, rent etc. or using the services of a Business Center, where the deposit amount does exceed six months license fee or service charges, the Managing Committee shall have the power to enter into a contract, and thereafter get it ratified in the next General Body Meeting. If the General Body does not ratify the aforesaid, the Managing Committee shall endeavor to cancel such a License or Lease or discontinue the use of services of such a Business Center as soon as contractually possible.

36.) **MEMBERSHIP REGISTER TO BE KEPT:**

A membership up-to-date register of members who are members within the meaning of Section 15 of the Societies Registration Act, 1860 will be maintained in the Form of Schedule VI to the Societies Registration (Maharashtra) Rules, 1971, vide Rule 15 thereof. This Membership Register shall be produced at the time of the General Body Meeting for the verification of the General Body.

37.) **CUSTODY OF THE DOCUMENTS:**

All important papers connected to the Federation shall be kept at the registered office and / or designated bank safe deposit vault/s taken in the name of the Federation, as per the decision of the Managing Committee, however such bank safe deposit vault/s shall be operated by at least two Office Bearers of the Federation.

38.) **REDRESSAL /GRIEVANCE CELL:**

- a) Any dispute/ grievance arising between the Members inter se maybe referred to the Redressal Cell to be constituted by the Managing Committee.
- b) The Members will at the first instance attempt to amicably resolve the disputes / grievances arising between the Members inter se by referring the same to the Redressal Cell without recourse to legal proceedings.
- c) The Redressal/Grievance Cell shall hear the matter put before such a Redressal/Grievance Cell and shall make recommendations to the Managing Committee. The final authority shall yet lie with the Managing Committee of the Federation to resolve such disputes/grievances. In the event of the Managing Committee not concurring with the decision of the aforesaid Cell, the Managing Committee of the Federation shall refer the matter to an AGM or an EOGM,

depending upon the gravity of the situation.

39.) AMENDMENTS IN THE RULES AND REGULATIONS, OBJECTS AND TO FRAME RULES:

- a) These Rules shall be amended, after or replaced at any time by a majority of the 3 / 5th of the total members, present at a Gen. Body Meeting / Extra-Ordinary General Body Meeting specially called. Twenty-one days previous intimation in writing of such amendments, alterations, deletions shall be given to all members. If a change is desired in the name of the Federation or the objects, and / or if two or more Societies or Federations are to be amalgamated the procedure laid down in Sec. 12 and 12-A of the Societies Registration Act 1860 shall be followed.
- b) The General Body will make / frame rules for the purpose of administration of the Federation from time to time with a majority of the 3 / 5th of the total members present at the General body meeting of the Federation, and file copy of the same to the Registrar of Societies for information & record.

40.) DISSOLUTION:

Members not less than 3/5th of the total members present at the meeting convened for the purposes, may determine that the said Federation viz. "The Travel Agents Federation of India" shall be dissolved, whether forthwith or at any further time then agreed upon, as provided under Section 14 of the Societies Registration Act. 1860.