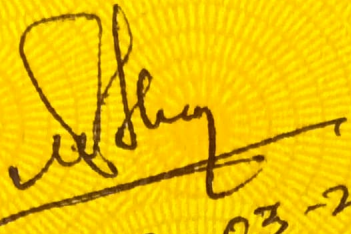


# **ANDHRA ASSOCIATION, CALCUTTA**

**(REGISTERED)**

  
18-03-2025

**13A, Shahnagar Road  
Calcutta-700026**



**CONSTITUTION**

**(As Corrected upto 22.12.2024)**



**CERTIFICATE OF REGISTRATION  
OF SOCIETIES  
ACT XXI OF 1860**

**No.  $\frac{12448}{227}$  of 1945-1946**

I hereby certify that Andhra Association, Calcutta has this day been registered under the Societies Registration Act. XXI of 1860.

Given under my hand at Calcutta this Third day of July  
One Thousand Nine Hundred and Forty-Five.

**Sd/- K. C. DUTT**  
Asst. Registrar of Joint Stock  
Companies, Bengal.

**-: CONSTITUTION :-**

**1. NAME**

The Institution shall be called the Andhra Association, Calcutta hereinafter referred to as the Association.

**2. PLACE**

The Registered Office of the Association shall be situated in the city of Calcutta.

**3. OBJECTS**

**The objects of the Association are :-**

- (i) To promote Educational, Social & Cultural contacts among the Andhra residents of Calcutta and suburbs and other activities as are deemed to be of interest to the members, such as conducting schools, reading rooms, libraries, indoor games, relief work, cultural institutions for development of fine arts and giving charitable help to all worthy causes of the Andhras and others.
- (ii) To promote inter-state fellowship and understanding through cultural and social contacts with sister organisations representing different cultural and social groups in Calcutta and suburbs.

- (iii) To co-operate with other institutions in Calcutta and suburbs having objects similar to those of the Association and if desired to affiliate, amalgamate or merge them with the Association.
- (iv) Generally to do all such other acts or things as are incidental or may be conducive to the running of the Association in pursuance and furtherance of the aims and objects of the Association.

#### **4. DEFINITIONS:**

In the Rules, unless there is something in the subject or context inconsistent therewith:

- (i) "Andhra" is a person whose mother tongue is Telugu and/or who has had his domicile in any Telugu area;
- (ii) "Member" means and includes any citizen of the Republic of India subscribing to the objects of the Association and agreeing to be bound by this Constitution and the rules framed there- under;
- (iii) "Resident" is one who has stayed or who normally stays or who has his headquarters in Greater Calcutta for a period of not less than three consecutive months;
- (iv) "Non-resident" means who is not "resident" as per sub-clause (iii) above;
- (v) "Patron" is a member who has made a donation of not less than Rs. 10,000 (Rupees Ten Thousand) to the Association with an express intention of becoming a patron as such;



- (vi) "Life Member" who has made a donation of not less than Rs. 5000 (Rupees Five Thousand) to the Association with an express intention of becoming a Life Member as such.
- (vii) "Primary Member" is a resident member, whether married, or unmarried having been admitted to such membership; includes "Patrons" and Life "Members";  
Provided that the spouses of all "Patrons" "Life Members" and other "Primary Members" shall be deemed to be Primary Members;
- (viii) "Associate Member" is a member other than an Andhra and/or Telugu, who is desirous of promoting the objects of the Association and has been admitted as such;
- (ix) "Child/Children" means such child/children of the members who is/are below 12 years of age;
- (x) "Managing Committee" means the members duly constituted as such for the time being;
- (xi) "President" means a member elected as such for the time being;
- (xii) "General Secretary" means a member elected as such for the time being;
- (xiii) "General Body" is constituted of all primary members of the Association;
- (xiv) "General Body Meeting" includes Annual or Extraordinary Meeting, as the case may be, called in accordance with these provisions;

- (xv) "Trust" means the Andhra Association Building Trust created by the Association vide Trust Deed dated 10th January, 1958 and includes all amendments thereto;
- (xvi) "School" established by the Association and means the A A High School (Formerly Andhra Association High School) managed by the Andhra Association Building Trust.

## 5. FEES AND SUBSCRIPTIONS

Members shall pay admission fee and yearly subscription at the following rates :

Classification of Member	Lumpsum payment/ Annual Subscription	Remarks
(i) Patron	Rs.10,000/-	Lumpsum Payment
(ii) Life Member	Rs. 5000/-	Do
(iii) Primary Member	Rs.1000/-	per annum
(iv) Non-Resident Member	Rs. 1000/-	Do
(v) Associate Member	Rs.2000/-	Do
(vi) Student/s	Rs. 500/-	Do

Admission fees shall be equal to one year's subscription and no admission fee is charged for life Members and Patrons.

### Provided that :

- (i) membership will be effective only after the application for admission is accepted by the Managing Committee and no Associate Member should be admitted without the prior approval of the Managing Committee.



- (ii) any member who may be absent from Calcutta for a continuous period of three calendar months or more, may elect to become a non-resident member during the period of such absence by giving prior intimation of his intention in writing to the General Secretary;
- (iii) no admission fee is payable in case of a change in the type of membership; and
- (iv) the above rates of subscription may be revised at the instance of the Managing Committee by the General Body at its Annual Meeting or at an Extra-ordinary Meeting specially called for the purpose.

## **6. PRIVILEGES OF MEMBERS**

- (i) Every member, and her/his child/children, shall have a right to participate in all the activities and avail of the amenities provided by the Association, subject to the Rules and Regulations for the time being in force;
- (ii) Only Primary Members shall be eligible to vote in the elections of the members of the Managing Committee and at the General Body Meetings. All other members, can only participate in the discussions at such meetings.
- (iii) Any Primary Member shall have the right to scrutinise the Minutes of any General Body Meeting with prior notice of at least 7 days in writing, to the General Secretary;

- (iv) Every person on becoming a member of the Association is entitled to get a soft copy of the Constitution free of cost at the time of her/his admission or within a reasonable time on demand.

## **7. CESSATION OF MEMBERSHIP**

A Member shall cease to be a Member;

- (i) If s/he, in writing to the General Secretary, submits resignation from the membership;
- (ii) If s/he is removed by the Managing Committee as provided in 11(v) of its Constitution;
- (iii) If s/he has been in arrears of subscription for more than a year and if the Managing Committee, at its discretion, remove her/him;

Provided, however, that such a person may be re-admitted on payment of subscription fee and such part of the arrears of the subscription, as the Managing Committee may decide.

## **8. THE GENERAL BODY**

- (i) All the Primary Members of the Association shall comprise the General Body of the Association.
- (ii) The General Body shall pass the Annual Report and Accounts and formulate the policies and issue necessary directions to the Managing Committee to be implemented during the period up to the next Annual Meeting.
- (iii) The General Body shall be final authority for disposal of all matters concerning the Association.



9. (i) The General Body on the day of its Annual Meeting shall elect from among the Primary Members a President, two Vice-Presidents a General Secretary and eleven other members including two lady members representing the Ladies Section to constitute the Managing Committee provided that :
- a) The persons so elected shall have been Primary Members of the Association for not less than three consecutive calendar months prior to the month in which the Annual Meeting is held.
  - b) Their names shall have been duly proposed and seconded by different Primary Members.
  - c) They have given their consent in writing to be members of the Managing Committee.
  - d) No member shall be entitled to election to the Managing Committee for more than three consecutive terms.
  - e) The term of office is increased to 2 years from the existing tenure of 1 year with effect from 2013 onwards, therefore, the Committee should continue for three consecutive terms or in other words for 6 years from the date of election or till resignation or removed.
- (ii) A Chartered Accountant shall be appointed by the General Body at its Annual Meeting to hold Office as Auditor till the conclusion of the next Annual Meeting. The fee payable shall be determined by the Managing Committee.

- (iii) The Association may have as many sections as may be found convenient and desirable, from time to time, to carry on the different activities of the Association.
- (iv) Children of the Members shall form the Children's Section called "BALANANDAM", which shall be managed by the Ladies Section.

## **10. MANAGING COMMITTEE**

- (i) The management of the Association shall vest in the Managing Committee duly constituted as per clause 9 (i) above and shall include ex-officio members.

The Managing Trustee of the Andhra Association Building Trust the President and the Secretary of the A. A. High School shall be Ex-Officio members.

- (ii) The President of the Previous year shall be an ex-officio member of the Managing Committee and if the President is not available either by election as an office-bearer or by refusal to accept or by absence from Calcutta, the General Secretary of the previous year shall be an ex-officio member. If neither of them is available for any of the reasons mentioned above, any primary member from whom the Managing Committee may have the benefit of his past experience in conducting the affairs of the Association shall be co-opted.



- (iii) The members elected as per procedure laid down in Clause 9 (i) along with ex-officio members. shall proceed immediately after such Annual Meeting to elect from among the elected and co-opted members, one Treasurer, one Asstt Treasurer, a Joint Secretary and also one member-in-charge of the following Sections :-

- (i) Literary, Library & Reading Room.
- (ii) Cultural, Social & Entertainment,
- (iii) Sports & Games
- (iv) Information, Publicity and Membership contact.
- (v) Annual Number  
Special Activities
- (vi) The two lady members elected as per clause 9 (i) shall be incharge of the Ladies Section.

## 11. POWERS & FUNCTIONS

The Managing Committee shall have the following powers and duties :-

- (i) It shall implement the policies laid down by and carry out the directives of the General Body.
- (ii) It shall control, supervise and co-ordinate the working of the Sectional Committees, as detailed in clause 14.

- (iii) It shall act as deciding body to whom the Sectional Committees may refer cases of difficulty and doubt.
- (iv) It shall have powers to frame such rules and regulations for its own working which shall be in consonance with Constitution and Rules of the Association and these shall be binding on all members of the Association till revised either by the Managing Committee or the General Body in its next Annual Meeting. All such rules shall be circulated among all the members of the Association for their information and guidance. Ordinarily a notice of these rules put on the Notice Board in the premises of the Association shall be taken as full circulation.
- (v) It shall have power to suspend or remove the membership of any person after assigning sufficient reasons and affording such person an opportunity of being heard in person or in writing as per the discretion of the Managing Committee; provided, that such suspension, or removal is agreed to by not less than two-thirds of the Committee Members present, by voting. Such acts shall be placed before the General Body at its next Annual Meeting for ratification.
- (vi) It shall have power to appoint sub-committees, in addition to the Sectional Committees, if found necessary.
- (vii) It shall meet at least once in every two months to transact business including passing of Accounts for previous months. No meeting of the Managing Committee shall be held without every member



there of being given notice there of at least 3 days prior to the date of meeting. For emergency meeting, a shorter notice will suffice.

- (viii) The quorum for any of its meetings shall be five members. An adjourned meeting shall not require a quorum, provided that no new item is placed on the agenda of such a meeting and further provided that it is held within 3 days with notice to all members.
- (ix) Decisions on all matters shall be taken by majority vote including that of ex-officio members. In case of a tie the Chairman shall exercise a casting vote.
- (x) The minutes of each meeting shall be recorded and they shall be read and approved at the next meeting.
- (xi) It shall have power to nominate a Returning Officer, who shall be a primary member, for conducting the elections to the Managing Committee.
- (xii) It shall get the Accounts checked by the auditor and submit her/his report on the account and financial affairs of Association to the General Body at its Annual Meeting.
- (xiii) It shall have power to settle the terms of affiliation or merger of sister organizations with the Association and to open branches of the Association wherever found necessary in Calcutta and suburbs on such terms as it may deem fit. Such actions shall be subject to prior approval of the General Body at an Extra Ordinary Meeting called for this purpose.

- (xiv) The President or the General Secretary shall represent the Association in all legal matters.
- (xv) An extra-ordinary meeting of the Managing Committee shall be convened within 3 days of the receipt of a written request for the same from at least five Committee Members.
- (xvi) In the case of an emergency, the General Secretary shall elicit the opinion of the members of the Managing Committee by circulation and shall place them before the next meeting of the Managing Committee for ratification.
- (xvii) The decision of the Managing Committee on all matters relating to admission of members shall be conclusive and final.
- (xviii) It shall have the power to appoint an internal auditor whose tenure will be co-terminus with its own to submit periodical reports on the accounts of the Association and guide the Managing Committee in all its accounting matters.

## 12. BUDGET

- (i) Each Member-in-charge shall, as soon as possible after her/his election, prepare and submit to the General Secretary a tentative programme of work for the year in respect of her/his section and also an approximate estimate of expenditure to be incurred thereon.



- (ii) The Managing Committee shall, as soon as possible after its constitution, prepare and adopt a programme of activities for the period of its tenure and also a budget of estimated income and expenditure covering the period generally based on the programme and estimate of individual Members-in-Charge and on such other suggestions as may be received from Members by the Managing Committee.
- (iii) The Managing Committee shall have powers to revise the Programme and re-allocate funds under the different heads of the budget as and when found necessary.
- (iv) The Managing Committee shall have power to devise and sanction ways and means not derogatory to the Constitution or prestige of the Association, of raising necessary funds to meet the expenditure embodied in the budget and also for the general welfare and progress of the Association.
- (v) Each Member-in-Charge is responsible for the proper utilisation of funds sanctioned for purpose of her/his section. S/He shall submit a monthly statements of accounts supported by proper vouchers to the General Secretary who shall place it before the next meeting of the Managing Committee for approval. Unbudgetted expenditure of Rs. 5000/- or more shall require the prior approval of the Managing Committee.

- (vi) The Association Accounts, other than Annual Number will be in charge of one Treasurer and Annual Number accounts will be in charge of the Asstt Treasurer.

### **13. CHAIRMAN**

At all the meetings of the Managing and Sectional Committees, the President or one of the Vice-Presidents shall take the chair. In their absence at any of such meetings, the members present shall elect one from among themselves to take the chair and the latter procedure shall be adopted in any meeting of a sectional committee where the Vice-President is not a member.

### **14. SECTIONAL COMMITTEES**

- (i) Each Member-in-Charge shall, in consultation with Managing Committee, form, as soon as possible after her/his election, a sub-committee of at least three members, not being members of the Managing Committee to assist and advice her/him in her/his work and in special cases, s/he may co-opt as an ad-hoc measure, more members including persons, other than members of the Association, known for their expert abilities in sectional fields of activities. No co-opted member shall serve on more than two sectional committees.
- (ii) The General Secretary shall be ex-officio member of all sectional committees.



- (iii) Each Sectional committee shall function under such instructions as the Managing Committee may deem fit to issue from time to time.
- (iv) Each Sectional committee shall have power to frame rules governing its conduct (of the activities of that particular section), consistent with the Constitution, Rules and Regulations of the Association. On being approved by the Managing Committee, such rules shall be binding on all the members.
- (v) The Member-in-Charge shall be responsible for the proper working of her/his section.
- (vi) Every Sectional committee shall forward the minutes of each meeting to the General Secretary of the Association within 7 days of meeting.
- (vii) Each Sectional committee shall meet at least once in a month. Three day's notice shall be given to every member of the committee in respect of every Sectional committee meeting.
- (viii) The quorum for a Sectional committee meeting shall be three including the member-in-Charge.
- (ix) When found necessary, the Managing Committee may take over the functions of any Sectional committee.

## **15. TERM OF OFFICE**

The normal tenure of the Managing Committee shall be two years from the date of its constitution or till another committee is elected by the General Body at its Annual Meeting. The tenure of a Sectional committee is co-terminus with that of the Managing Committee. In the case of any individual committee member or the Managing Committee as a whole removal can be effected by means of a No-confidence motion passed by a majority vote in an extra ordinary meeting of the General Body called for this specific purpose.

## **16. VACANCY IN A COMMITTEE**

- (i) A vacancy in the Managing or Sectional Committee may be caused in any one of the following ways :-
  - a) A committee member resigns and her/his resignation is accepted by the Managing Committee.
  - b) S/He ceases to be a member of the Association due to the following reasons whatever.
  - c) A member of the committee absents her/himself for three consecutive meetings unless s/he furnishes to the Managing Committee satisfactory reasons for her/his absence.
  - d) A member loses the confidence of the General Body as desired in clause 15.



- (ii) Any vacancy in a committee including the Managing Committee occurring under this clause except under sub-clause (i) (d) above shall be filled in by co-option by the remaining members and such arrangement shall hold good till the next Annual Meeting of the General Body. In the case of the elected part of the Managing Committee, such co-option shall be only from among the primary members. If the number of such vacancies exceeds five at any one time, they shall be filled by fresh elections.
- (iii) If the post of the President falls vacant for any reason whatsoever, one of the Vice-Presidents shall be elected by the Managing Committee as President for the remaining period and the Managing Committee shall elect one from amongst them as another Vice-President.
- (vi) If the post of General Secretary falls vacant for any reason whatsoever, the Joint-Secretary shall be the General Secretary for the remaining period.

## **17. MEETINGS OF THE GENERAL BODY**

### **(i) a) Annual Meeting:-**

The Managing Committee shall call the General Body for its Annual Meeting once in a calendar year but not later than six months from the close of the accounting year.

- b) The minutes of the General Meeting, Annual or Extra-ordinary, should be written up in the minute book by the General Secretary who shall obtain the signature of the Chairman of the

meeting within 10 days of such meeting and displayed in the Notice Board of the Association within 15 days of such meeting.

- c) The Minutes of the Annual General Meeting shall be written up by the outgoing General Secretary.

(ii) Extra-Ordinary Meeting :-

- a) An Extra-ordinary meeting of the General Body for any specific purpose can be convened on the initiate of the Managing Committee or on a written requisition to the General Secretary signed by not less than 1/6th of the number of Primary Members on the rolls of the Association.
- b) The Extra-ordinary meeting of the General Body shall be convened within 15 days of receiving the requisition failing which the requisitionists may proceed to hold such a meeting with notice thereof to the Managing Committee.

- (iii) The quorum for a General Body meeting, Annual or Extra ordinary shall be  $\frac{1}{4}$  th of the number on the rolls of the Association or 20 whichever is less. If there is no quorum for the General Meeting, the meeting shall be adjourned after half an hour, to be held on the same day of the following week at the same place and time. If there is no quorum for an extra-ordinary General meeting, such meeting shall stand terminated.

- (iv) The members of the Association shall be given a notice in writing at least 7 clear days in Advance, in the case of an Extra-ordinary, and 14 clear days in the case of an Annual Meeting of the General Body.



- (v) The General Secretary shall give 14 clear days' notice in writing to the members of Annual General Body meeting and any member intending to move any resolution at the Annual General Body meeting shall give at least 7 days' clear notice of the same in writing to the General Secretary who shall soon after place in the premises of the Association a copy of such resolution for the purpose of reference by members. Any member intending to move any amendment to any proposed resolution at the Extra-Ordinary General Body Meeting shall give at least 3 clear days' notice of the same to the General Secretary who shall place a copy of the same in the Association immediately on receipt, for the purpose of reference by Members.
- (vi) The procedure of holding any meeting of the General Body shall be decided by the Managing Committee from time to time

## **18. AMENDMENT TO CONSTITUTION**

Any amendment to the constitution except to clause 5 above may be effected only by the General Body at its Annual Meeting or at the Extra-ordinary meeting specially convened for the purpose with the consent of 75 per cent of the Primary Members present at such meetings.

## **19. ELECTIONS**

- (i) Election of office bearers shall be conducted by secret ballot by a Returning Officer, as per the rules and regulations that may be made by the Managing Committee from time to time.

- (ii) The Returning Officer shall be chosen from among the Primary Members and such person shall not be member of the Managing Committee or a candidate at the said election or a proposer or seconder.
- (iii) The General Secretary shall place a list of valid list of members on notice board to which objection may be raised within 7 days, and the final list shall be placed on Notice Board one week in advance of the day fixed for elections to the Managing Committee.
- (iv) Only such members who are on the final valid list of members are entitled to vote at the General Elections,

## **20. AUDIT AND ACCOUNTS.**

- (i) The accounts of the Association shall be audited by an Auditor and all receipts and expenditure of the Association shall be supported by proper receipts and vouchers which shall be placed at her/his disposal.
- (ii) The Auditor shall receive notice of and attend any meeting of the General Body before which accounts examined by her/him are placed.
- (iii) The Auditor shall not be a member of any committee of the Association.
- (iv) The General Secretary shall post a copy of the audited statements of Accounts and the Annual Report of the Managing Committee on the Notice Board of the Association, not less than 14 days before the date of the Annual Meeting of the General Body.



- (v) The audited statements of account shall be signed by the President, General Secretary, the Treasurer/s and the Auditor and the office copies shall be signed by all members of the Managing Committee present at the Committee Meeting which approved the same.
- (vi) The financial year of the Association shall be 1st April to 31st March.
- (vii) The General Secretary shall be the principal executive officer of the Association and shall be responsible along with the Treasurer for the maintenance of proper accounts in respect of all receipts and expenditure of the Association.
- (viii) The General Secretary shall maintain an imprest of Rs. 5000/-.
- (ix) The funds of the Association shall be deposited in one or more scheduled banks approved by the Managing Committee in the Account of the Andhra Association, Calcutta, and shall be operated by any two of the following:-  
President, General Secretary, Treasurer, and that when the Treasurer is in Town s/he shall be one of the two who operate the Bank Account/s.
- (x) All income and expenses on account of Building Fund and Annual Number shall be maintained separately and the Bank Account/s with regard to these accounts be operated by any two of the President, General Secretary and Treasurer and that when Treasurer is in town s/he shall be one of the two who operate the Bank Account/s.

## 21. a) **SCHOOL**

The School shall bear the name "A A High School (Formerly known as Andhra Association High School)" and shall be conducted primarily for the benefit of children whose mother tongue is Telugu. Children of other linguistic group may also be admitted consistent with the main objectives of the School. The School shall be managed by the Andhra Association Building Trust, Calcutta. The Trustees shall take into consideration the opinion of the General Body of the Association on all matters of policy affecting the School.

## b) **TRUST**

- (i) The Trust which was created by Andhra Association by opening a trust fund vide the Trust Deed dated 10th January, 1958 shall bear the name "Andhra Association Building Trust".
- (ii) The objectives of the Trust and the terms of the reference of the Trustees shall be as per the said Trust Deed and all its amendments.
- (iii) The Trustees shall be appointed by the Managing Committee wherever there is a vacancy.

## 22. **BUILDING FUND**

- a) The following Fund shall be transferred to the Building Trust annually before the closing of the Annual Accounts:-
  - 1. All collections made by the Association towards Building Fund.



2. All grants towards this fund from governmental, semi-governmental and other agencies, and
3. Any other funds that the Association may deem fit to transfer.
4. The Managing Committee shall transfer funds from its surpluses either in full or in part there of to strengthen the Building Fund as it may deem proper. b) Till such time as the Andhra Association Building Trust, Calcutta is revoked by the General Body, the Trust shall be the sole absolute owner of the Building.
- c) The Managing Committee shall obtain and place before the General Body a resume of the activities of the Trust and its financial position at the Annual General Body Meeting.

## **23. MISCELLANEOUS**

- (i) All the proceedings of the Association shall be conducted as far as possible in Telugu.
- (ii) Any member wanting to collect fund for the benefit of the Association shall first take the written permission of Managing Committee and all accounts connected therewith shall pass through the books of the Association.
- (iii) All donations, except those for a definite purpose, shall go to a Reserve Fund and can be spent only with the approval of the General Body.
- (iv) 50% of the annual available surplus of collections and Miscellaneous receipts over expenditure shall be added to the Reserve Fund.

## **24. PUBLICATION COMMITTEE**

The Managing Committee may publish a Souvenir / Annual Number during its tenure and utilise the income there of for the activities of the Association, The Managing Committee may also print, publish, distribute books, monographs, periodicals, circulars, news letters and calendars, either priced or for free supply.

If however any such Souvenir / Annual Number is published for the purpose of raising a Building Fund, the net income there from shall be transferred forthwith to the Andhra Association Building Trust.

The Managing Committee may appoint an Editor or an Editorial Board and if necessary a Business Manager for the purpose of each publication.

## **25. MAJOR FUNCTIONS**

- (i) One or more rows of seats shall be kept reserved for being allotted at the discretion of the President/ General Secretary.
- (ii) Married members shall be given two admit cards and bachelor member one admit card, Children of the members are allowed free admission into the auditorium.
- (iii) Members bringing guests shall enter the details in a register maintained for the purpose and pay Rs. 200/- for each guest.
- (iv) The Andhra Association Building Trust to sponsor 2 major cultural events every year.
- (v) Trust is contributing 15% of the total income earned annually towards the Andhra Association, Calcutta for its various activities and would continue so.



**RULES & REGULATIONS OF THE**  
**Andhra Association,**  
**CALCUTTA**  
( Not forming part of the Constitution )  
**-GENERAL:-**

1. Working Hours:-

MON-SUN

7:00 PM to 8.30 P.M.

2. General Secretary is the Chief Executive Officer of the Association.

3. Members are requested to put in writing any suggestion they may have for improving the activities of the Association and put the same in the Suggestions Box kept for the purpose or through mail to the Association.

4. No circulars can be put on the Notice Board except when countersigned by the General Secretary. Members are requested to refrain from writing anything on the notices or circulars. Any complaints regarding the same may be brought to the notice of the General Secretary.

5. Guests are to be introduced by the Members bringing them and they can participate in the activities of the Association for not more than 3 consecutive days in a month.

6. Normal activities of the Association shall cease during the time any function is on in the Association premises. Members are requested to kindly observe this strictly. The Association will remain closed whenever its functions are held outside.

7. Members are requested to kindly refrain from smoking at meetings or functions held in the Association premises.

8. The durwans and the other staff are under the order of the General Secretary and as such, any complaints against their behaviour should be made to her/him. Members are requested not to use the Association durwans or any other staff for their personal or private works.

## **GAMES AND SPORTS**

The Association provides facilities for the following games:-

- a) **Indoor :**
  - i) Caroms
  - ii) Table Tennis
  - iii) Cards
  - iv) Chess
- b) **Outdoor :** i) Badminton
- c) **Sports :** Annual Sports for members, their spouses and children. Annual tournaments for the above mentioned indoor games are also conducted. These are open to members, their spouses and children.

Indoor games can be played during the working hours of the Association. Non-members, unless they come as guest of the members, are not allowed to participate in the games and sports without obtaining prior permission from either the Member-in-Charge, or the General Secretary.

Representatives from the outside Clubs or Associations may play at the games by prior arrangements with the Members-in-Charge.

Members are requested to keep order at the games and give opportunities to the other members to play.

Children of members can play when the tables are vacant, but they should give way to the members as soon as their play is over.

Members are requested to refrain from smoking in the Table Tennis Room.



## **READING ROOM**

- (i) This is managed and maintained by the Andhra Association Building Trust.
- (ii) All members and their Families are entitled to utilise this room for reading purpose only.
- (iii) Silence will have to be observed.
- (iv) Books and magazines should not be taken out of this room.
- (v) Members can contribute out-right papers Magazines to the Reading Room.
- (vi) This is open from 7 p.m. to 8-30 p.m. on all the days, except Monday.

## **G. S. LATA MEMORIAL LIBRARY**

- (i) This is managed and maintained by the Andhra Association Building Trust.
- (ii) This is open to members six days in a week, Monday is a weekly holiday. It works from 3.00 p.m. to 4 p.m. on Fridays and 7 p.m. to 8.30 p.m. on other weekdays.
- (iii) Every member of the Association is entitled to borrow 2 (two) books at a time from the library provided s/he pays a deposit of Rs. 500/-
- (iv) Books should be returned within one week from the date of issue. Books can be renewed only once.
- (v) Transfer of books from one member to another is not allowed.
- (vi) Books are to be returned in good condition. Members are liable to make good for any loss or damage done to the books in their custod.
- (vii) Books shall only be returned to the Library Assistant on the Library working Day.