



**ALAKAAPUR TOWNSHIP RESIDENTS WELFARE ASSOCIATION  
(ATRWA)**

**BYLAWS**

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**CONTENT**

1. Article -1	Name
2. Article - 2	Location
3. Article - 3	Objectives of association
4. Article - 4	Definitions
5. Article - 5	Membership
6. Article - 6	Voting rights
7. Article - 7	Fees & Subscriptions
8. Article - 8	Termination of membership
9. Article - 9	Communication
10. Article - 10	Management
11. Article - 11	Executive committee structure
12. Article - 12	Auditor
13. Article - 13	Member duties, responsibilities, rights
14. Article - 14	General Body
15. Article - 15	Roles & responsibilities of Executive committee
16. Article - 16	Meetings
17. Article - 17	Quorum
18. Article - 18	Request for meeting
19. Article - 19	Election Process
20. Article - 20	Funds & usage
21. Article - 21	General Rules & regulations
22. Article - 22	Properties & Assets
23. Article - 23	Amendments
24. Article - 24	Dissolution
25. Organizational Structure	
26. Documents to be maintained	

## 27. Annexures

<b>BYLAWS</b>		
<b>Alakaapoor Township Residents Welfare Association (ATRWA), Neknampur, Hyderabad</b>		
<b>Article-1.</b>		<u>NAME</u> - The organization shall be called the Alakaapoor Township Residents Welfare association, hereinafter referred to as “ATRWA ”.
<b>Article-2.</b>		<u>LOCATION</u> - The Registered office of the ATRWA shall be situated at Alakaapoor Township, Neknampur, Hyderabad
<b>Article-3</b>		<u>OBJECTIVE</u> - The objectives of ATRWA shall be
	(a)	To promote and develop Eco-friendly environment, mutual good-will and co-operation, cultural, literary, intellectual consciousness, economic co-operation and such other activities as are deemed to be of common interest to the members irrespective of caste, cadre, creed, religion, age & gender and in simple only for the common interests for the development of the Alakaapoor Township.
	(b)	To promote inter-organisational, inter-regional and inter-state fellowship and understanding through contacts on subjects of mutual interest with sister organizations representing different cultural and social groups having objectives similar to those of the ATRWA.
	(c)	To create and foster community sense.
	(d)	To create, promote and develop qualities of leadership in respect of youth of the Alakaapoor Township and to train them for social service, help to the needy and to inculcate the spirit of discipline and clean character in them.
	(e)	To organize study circles and symposium.
	(f)	To establish, manage and improve Parks, library, reading room, indoor and outdoor games and sports and recreational activities for benefit of the members.
	(g)	To provide such assistance to the members in the matter of disputes with neighbors and others as and when necessity arises.
	(h)	To extend individual and collective help and relief to the residents of the colony in case of happenings like ailments, accidents, hospitalization, demise etc.

ALAKAAPUR TOWNSHIP RESIDENTS WELFARE ASSOCIATION (ATRW) - BYLAWS

	(i)	To provide help to the residents of the colony in case of requirements like restoration, rectification and redressal of essential services like failure of electricity, water and the like.
	(j)	To promote and establish a co-operative store. Whenever such store is established a separate bye-laws will be prepared to govern the activities of the store.
	(k)	To promote child and women welfare.
	(l)	To communicate with appropriate government authorities or take legal measures for the welfare and common interests of all residents of Alakaapoor Township for the purpose of maintaining / managing the natural resources, getting amenities from government & maintaining the same, security measures etc..
	(m)	Generally, to conduct all such other activities or things as may be incidental or conducive to the running of the ATRWA in pursuance and furtherance of the aims and objectives of the ATRWA.
	(n)	To maintain & monitor all common areas such as Parks, Roads and water tanks, Drainage, security systems etc and also to control the mobile / cell phone towers to be set.
	(o)	To provide a healthy & secured living atmosphere for all the residents of Alakaapoor Township.
	(p)	To maintain / conduct any web sites, Social media, print media, Electronic media, media related to internet such as you tube, Twitter, emails etc. related to ATRWA.
	(q)	To maintain and initiate necessary steps to tackle violations by the residents / outsiders with respect to Alakaapoor Township common areas, amenities, common properties by imposing restrictions / imposing ban / imposing fines / collecting back expenditure raised due to repairs of any person or commercial establishment activities and if require initiate legal actions.
<b>Article-4</b>		<b><u>DEFINITIONS:</u></b> -
	(i)	<b>Membership:</b> - A resident shall be called a permanent member / Temporary member, who acquires membership as per Article-5 of the Bye-laws.
	(ii)	<b>TOWNSHIP:</b> -The area covered within the boundaries shown in the plan enclosed here with as <b>Annexure - B</b>
	(iii)	<b>FINANCIAL YEAR:</b> - Financial year for the purpose of maintenance of accounts shall be from 1 <sup>st</sup> April to 31 <sup>st</sup> March.

	(iv)	<b>EXECUTIVE COMMITTEE:</b> - Means the executive committee of the Alakaapoor Township Residents Welfare Association, Neknampur, Hyderabad.
	(v)	<b>GENERAL BODY:</b> - Means all the resident members admitted into the ATRWA as per the Bye-laws and present in the General Body Meeting.
	(vi)	<b>OFFICE:</b> Means office of the ATRWA situated at M.G Park, Road No: 25, Alakaapoor Township, Neknampur, Hyderabad.
<b>Article-5</b>		<b><u>MEMBERSHIP</u></b>
		Two types of memberships are there.  (i) <b><u>Permanent Member:</u></b> A person who is an owner of his respective Flat / individual house / plot in the Alakaapoor Township.  (ii) <b><u>Temporary Member:</u></b> Tenants come under this category.
	(a)	Membership of the ATRWA shall be of all the residents who have legally purchased / been allotted residential flats / Independent houses / plots in the Alakaapoor Township, duly registering the same property with the competent government Jurisdictional Registrar, and subscribing to the objectives of the ATRWA as laid down in the bylaws.
	(b)	A person qualified as per Article-5(a) shall be deemed to be called as a “ <b>Permanent member</b> ” only after payment of the one-time subscription of Rs. 200/-. And also he /she must submit the respective sale deed / registration copy, ID proof. Only one person from a resident family is eligible to become permanent member.
	(c)	A proper membership & ID card signed by the President / General Secretary has to be issued for the permanent member for the purpose of identification with in Alakaapoor Township and for the purpose of attending Annual General Body meeting / General Body meeting / Voting / meetings related to ATRWA only.
	(d)	(i) Only <b>RESIDENT</b> permanent members are eligible for contesting in elections duly filling up all the details & nomination.  (ii) Permanent members or Temporary members authorized in writing by permanent members, are eligible to call for GBM or any other meeting, verify the meeting proceedings, verify the account books in the office, verify the minutes of meeting etc. by giving a request in writing for the same at least 7 days in advance or else as specifically mentioned in the Bylaws for any issue / meeting.

	<p>(e) On case to case basis ATRWA can allow including Apartment complexes / independent houses / colonies in to ATRWA as Affiliate Members. This has to be decided in the ATRWA GBM after proper requisition from that respective Apartment / colony association or individual representation siting the reasons for request of inclusion in to ATRWA. Before submission to GBM, the ATRWA Executive Committee has to validate &amp; Approve the requisition. All such approved requisitions' can be included as either "Permanent Member" or "Temporary Member".</p>
<p><b>Article - 6</b></p>	<p><b><u>VOTING RIGHT</u></b></p>
	<p>(i) Voting Right is ONLY for the Permanent Members.  (ii) Temporary Members don't have voting rights but if authorized in writing ONLY by the respective permanent members the temporary members (tenants) can cast their vote.  (iii) All non-residing Permanent members also can come in person &amp; cast their vote.</p>
<p><b>Article-7</b></p>	<p><b><u>FEES &amp; SUBSCRIPTIONS</u></b></p>
	<p><b><u>Normal Subscriptions:</u></b></p> <p>(i) The monthly maintenance / subscription charges is payable by all members whether owner or tenant for the purpose of utilizing the amenities provided, maintenance &amp; security. It is a compulsory payment failing which the respective member and his apartment / residential complex as a whole will be deprived of using the amenities and actions can be initiated. This will be announced by the Executive Committee from time to time.</p> <p>(ii) Initial membership fee of Rs.200/- (Admission fees) is one time and can be used for any developmental programs. It is non-refundable.</p> <p><b><u>Special subscriptions:</u></b></p> <p>(i) <b>Caution Deposit:</b> Every new construction whether individual or apartment / multi storied complex has to deposit a refundable caution deposit of Rs. 25,000/- (for 1000 Sq Yards or below), Rs 50,000/- (Between 1000 Sq yards to 2000Sq. yards plot size), Rs 1,00,000/- (For 2000 Sq. yards and above) and Rs. 15,000/- (in case of independent houses) as a security and this will be refunded only after through approval from the executive committee after verification for any damages or repairs for the township common amenities in that area specifically or decided by the executive committee.</p>

	(ii)	<p><b>Commercial establishment charges:</b> All commercial establishments whether it is a super market / Restaurant / Office / Educational institutes / Medical &amp; Health services / Gyms / cafeteria's or eateries / Kirana stores / Medical shops / Bakeries / Stationary shops / Building material shops / mechanic services / vegetable shops etc. has to pay the following.</p> <p>(a) Refundable Caution deposit of Rs 5,000/- (for up to 750 SFT size), Rs. 20,000 (between 750 SFT – 1500 SFT size) &amp; Rs. 30,000 (above 1500 SFT) Which can be refunded only after closing respective business and thorough verification &amp; approval from the executive committee. Any repairs or damages caused by them to the common amenities will be charged from this deposit. Executive committee decision is final.</p> <p>(b) Monthly maintenance charges of Rs. 1000/- or 500/- based on size and nature of business. ATRWA executive committee decision is final.</p> <p><b><u>Special Fees:</u></b> Need to collect special fees for any temporary allowance usage of common areas / amenities of Alakaapoor Township. This is nonrefundable and executive committee has to decide these charges from time to time as per request and requirement.</p>
	(i)	Each member shall have to pay the monthly maintenance subscription as decided by the General Body / executive committee from time to time.
	(ii)	The rates of fees and subscription shall be reviewed by the Executive Committee and in case of any upward revision it shall be ratified by the General Body.
	(iii)	Fees and subscriptions once paid shall not be refunded under any circumstances, except the caution deposits mentioned above.
<b>Article-8</b>	(a)	<b><u>TERMINATION OF MEMBERSHIP</u></b>
		Membership shall terminate on: -
	(i)	Sale of the respective property in the Alakaapoor Township.
	(ii)	Failure to pay subscription for more than 3 months consecutively. The Executive Committee will pursue the matter after two months with such defaulters by issuing notices to them and in case the dues remain still unpaid the names of the defaulters shall be brought before the next General Body after third month and action suggested by the General Body may be taken keeping in view the interest of the Residents ATRWA.

	(iii)	Expulsion from membership by the Executive Committee to be ratified by the General Body in the meeting conducted subsequently after such expulsion. Such expulsion shall deem to arise if a member;
		(a) Indulges in activities detrimental to the interests of the ATRWA. (b) Conducts or takes part in activities injurious to the safety and wellbeing of the members and residents of the Alakaapoor Township or/ and  (c) Dis-regards or acts in breach of bye-laws, rules and regulations of the ATRWA or General Body.
	(iii)	Demise.
	(b)	Any outstanding liability in case of resale will be transferred to the purchaser.
<b>Article-9</b>		<b><u>COMMUNICATION</u></b>
	(a)	<b><u>Internal:</u></b>
		(i) All communication internally between the residents is through ATRWA office and on paper & Notice boards kept at ATRWA office / (s). (ii) All minutes and resolutions to be made available for the review of General Body and properly secured and also kept in ATRWA office. (iii) For faster reach and easy access SMS / telephone calls / email / website can be used and also responsibility of the members to cross verify about the same in the office of ATRWA.
	(b)	<b><u>External:</u></b>
		(i) All external communication shall be through either on paper (letter head) or email. It should be properly endorsed and a copy has to be kept in the office. (ii) Either President or General Secretary are authorized to sign the above official communication. In case of unavailability of president or General Secretary, Vice president or Joint Secretary can sign but has to be acknowledged by the president or General Secretary for the same in writing.



<b>Article-10</b>	<u><b>MANGEMENT</b></u>														
	The affairs of the ATRWA shall be managed by an Executive Committee comprising 21 members as laid down in Article-11 of the Bye-laws.														
<b>Article-11</b>	<u><b>THE EXECUTIVE COMMITTEE</b></u>														
	<p>The Executive Committee shall consist of 21 permanent members who are residing in the township as follows.</p> <table border="0"> <tr> <td>(a) PRESIDENT</td> <td>ONE (1)</td> </tr> <tr> <td>(b) VICE PRESIDENT</td> <td>FOUR (4)</td> </tr> <tr> <td>(c) GENERAL SECRETARY</td> <td>ONE (1)</td> </tr> <tr> <td>(d) JOINT. SECRETARY</td> <td>TWO (2)</td> </tr> <tr> <td>(e) TREASURER</td> <td>ONE (1)</td> </tr> <tr> <td>(f) Asst. TREASURER</td> <td>THREE (4)</td> </tr> <tr> <td>(f) EXECUTIVE MEMBERS</td> <td>NINE (8)</td> </tr> </table>	(a) PRESIDENT	ONE (1)	(b) VICE PRESIDENT	FOUR (4)	(c) GENERAL SECRETARY	ONE (1)	(d) JOINT. SECRETARY	TWO (2)	(e) TREASURER	ONE (1)	(f) Asst. TREASURER	THREE (4)	(f) EXECUTIVE MEMBERS	NINE (8)
(a) PRESIDENT	ONE (1)														
(b) VICE PRESIDENT	FOUR (4)														
(c) GENERAL SECRETARY	ONE (1)														
(d) JOINT. SECRETARY	TWO (2)														
(e) TREASURER	ONE (1)														
(f) Asst. TREASURER	THREE (4)														
(f) EXECUTIVE MEMBERS	NINE (8)														
(i)	The tenure of the Executive Committee shall be for a period of 2 years.														
(ii)	A member seeking election to the Executive Committee should have been a resident member in Alakaapoor Township for not less than 6 consecutive months and Permanent Member.														
(iii)	The names shall be duly proposed and seconded by at least any other resident permanent members.														
(iv)	<p>Only <b>resident</b> Permanent members qualified as per Article 5 in these bylaws and also <b>who does not</b> have or own any sort of commercial / political / business establishment or relationship, even with in their immediate families (spouse, own siblings &amp; child), <b>directly with / within the Alakaapoor Township</b> are only eligible for the executive committee posts. Even after electing in to the post they must not carry out any kind of businesses with or with in the Alakaapoor Township during their tenure.</p> <p>All Permanent members have to be legally &amp; morally responsible for this clause and any member who contest by hiding the facts are punishable by law and immediately expelled from all the ATRWA committees, Sub Committees &amp; any other positions. Any decisions / acts during such tenure are deemed illegal. Any</p>														

		<p>losses / damages / fraud caused or arise can be collected back from that particular person by mutual agreements / legal proceedings.</p> <p>The President and General Secretary shall only officially represent the ATRWA and have authority and also accountable / answerable to all the residents in all matters including legal matters with either Government bodies / private institutions / individuals or its members.</p>
	(v)	Consent to be given in writing as member of the Executive Committee.
	(vi)	One person from one family shall hold only one post at a time in the Executive Committee.
	(vii)	<p>The executive committee shall have as many Sub sections / Sub committees as may be found necessary / required, from time to time, to carry on different activities in the interest of the Alakaapoor Township. Each section / committee shall be in charge of a member of the Executive Committee, which shall be categorized as permanent and temporary sub-committees.</p> <p>The permanent sub-committee shall be formed for running such activities of permanent nature.</p> <p>On the other hand, the temporary sub-committees shall be for conducting social and cultural functions such as sports, Cultural activities, national celebrations (Aug 15<sup>th</sup> &amp; Jan 26<sup>th</sup>) and other such activities which are seasonal / situation based in nature.</p> <p>The General Secretary of ATRWA will be the Ex-Officio member of all the permanent sub-committees in connection with the specific programs above. However, the Executive Committee can select the ex-officio member for the temporary sub-committee.</p>
	(viii)	After the annual election if a vacancy (other than a casual or temporary) arises in the post of the President, it shall be filled in by the one of the Vice-President for the rest of the term. Similarly, if a vacancy arises in the post of General Secretary it shall be filled in by one of the Joint Secretary for the rest of the term. If a vacancy arises in the post of Vice-President, Joint. Secretary or Treasurer it shall be filled in by nominating an Executive Committee member and if a vacancy arises in the post of executive member and it shall be filled in by nomination from among the members of the ATRWA. It shall be decided by consensus and if no consensus is there then General Body meeting has to be called.
	(ix)	The services of the members of EC and its machinery shall only be gratuitous (free of charge).

	(x)	The executive committee must meet at least once in a month.
	(xi)	If any of the executive member or the officer bearer of the EC does not attend three consecutive meetings, without valid reasons, the President / General Secretary can disqualify the person from being an executive committee member / officer.
<b>Article-12</b>		<b><u>AUDITOR</u></b>
		An auditor shall be decided & appointed by the General Body of the ATRWA at its annual meeting either from amongst its members or from outside, to hold office as Auditor for the year. The services of auditor can be voluntary or fee based. He should audit the accounts of the ATRWA along with permanent sub-committees referred at article 11(vii) for the year and submit his report not later than 7 <sup>th</sup> April to the Executive Committee who shall place the audited accounts with the audit report before the Annual General Body meeting for which the item has to be kept in the agenda of the Annual General Body meeting.
<b>Article-13</b>		<b><u>DUTIES, RESPONSIBILITIES AND PRIVILEGES OF</u></b>
		(i) PERMANENT MEMBERS (ii) TEMPORARY MEMBERS
	(a)	Every PERMANENT MEMBER shall have: -  (i) The responsibility to abide by the provisions of the ATRWA and the bylaws, rules, regulations and orders issued by ATRWA from time to time. (ii) The responsibility to maintain discipline, peace and tranquility in the Alakaapoor Township and none of their actions shall create ill feeling among other members or the residents in the vicinity. (iii) They shall not indulge in such activities, which are detrimental to the common interests of the residents of the Alakaapoor Township. (iv) Right to participate in all the activities and avail all amenities of the Alakaapoor Township subject to the bye-laws and other rules in force from time to time. (v) Right to participate in the proceedings of the General Body meetings. (vi) Right to contest in executive committee elections. (vii) Right to access the minutes of the General Body meeting or accounts, provided that a prior notice in writing of at least a week (7 days) shall be given to the Secretary.

		<p>(viii) responsibility to guide their family members to maintain discipline, peace and tranquility in Alakaapoor Township and apprise them about the day to day decisions of the ATRWA on matters of common interest.</p> <p>(ix) Responsibility to pay the monthly / yearly fees or subscription charges to ATRWA with in the stipulated time.</p> <p>(x) Responsibility to set up Rain Water Harvesting (RWH) pit, whether it is independent or apartment or commercial, maintain it from time to time as per direction from ATRWA.</p>
	(b)	<p>Every TEMPORARY MEMBER shall have: -</p> <p>(i) Right to live in peace and secured way by having all general privileges, rights and duties mentioned for “PERMANENT MEMBERS” except the exclusive voting rights and AGM / General Body meeting requests, decisions, participate &amp; contest in elections etc..</p> <p>(ii) The responsibility to maintain discipline, peace and tranquility in the Alakaapoor Township and none of their actions shall create ill feeling among other members or the residents in the vicinity. They shall not indulge in such activities, which are detrimental to the common interests of the residents of the Alakaapoor Township.</p> <p>(iii) Right to attend the GBM or any meeting they have been invited specifically for and can voice their concerns / issues / complaints with respect to Alakaapoor Township only.</p> <p>(iv) They can share their expertise and give suggestions. But they don't have any right to call for meetings / voting etc. With a proper authorization in writing from the owner the temporary members can cast their vote, and it is subject to approval from the Chief Election Officer / Executive committee.</p> <p>(v) Social responsibility to take part in all cultural activities, Township development activities, volunteering etc.</p>
<b>Article-14</b>		<b><u>THE GENERAL BODY</u></b>
	(i)	All the <b>resident members</b> (Permanent & Temporary) of the Alakaapoor Township shall comprise the General Body of the ATRWA.
	(ii)	The General Body shall pass the annual report, audited accounts and other documents and shall formulate policies and issue necessary directions to the Executive Committee.
	(iii)	The General Body shall be the supreme and final authority for disposal of all matters concerning the ATRWA.

<b>Article-15</b>	<b><u>POWERS AND FUNCTIONS OF EXECUTIVE COMMITTEE</u></b>
(a)	<p><b><u>PRESIDENT</u></b>: - The President shall</p> <ul style="list-style-type: none"> <li>(i) Guide and advise the ATRWA for its smooth and effective function and shall normally preside over all meetings of the Executive Committee and the General Body.</li> <li>(ii) Safe guard and protect common interests of all residents.</li> <li>(iii) See all the bylaws are implemented.</li> <li>(iv) See the resolutions in the General Body and the Executive Committee meetings carried by a majority of votes. In case of a dead lock or a tie the President shall have the power of casting his deciding vote.</li> <li>(v) Authorise Minutes of Meeting of each meeting.</li> </ul>
(b)	<b><u>VICE-PRESIDENT</u></b>
	<p>The Vice-President shall assist the President in discharge of his duties. He / she shall, in the absence of the President, preside over the meetings of the Executive Committee and the General Body and discharge all other functions of the President.</p>
(c)	<b><u>GENERAL SECRETARY</u></b>
	<p>The General Secretary shall</p> <ul style="list-style-type: none"> <li>(i) Be the chief coordinator of the Executive Committee and its spokesperson.</li> <li>(ii) In consultation with the President convene all meetings of the Executive Committee as well as General Body.</li> <li>(iii) Record proceedings of all meetings, keep a control over the expenditure, exercise general supervision and conduct day to day affairs of the ATRWA.</li> <li>(iv) Implement the policies and convey &amp; carry out the direction of the Executive Committee as well as the General Body.</li> <li>(v) Along with the treasurer be responsible for proper maintenance of accounts records.</li> <li>(vi) Have the power to incur non-recurring expenditure up to Rs.1000/- at a time on his own accord to meet the certain emergent / unforeseen nature of expenditure. He shall obtain prior sanction of the Executive Committee for non-recurring expenditure in excess of Rs.1000/- and for every recurring expenditure irrespective of monetary value.</li> </ul>

		<p>(vii) Maintain all Members register with full address, telephone number and relevant particulars about the member owner, owner's representative or nominee and tenant, if any, residing in the flat, Account books, Cashbook, Ledger, Minutes books of Executive Committee Meeting &amp; GBM etc..</p> <p>(viii) Coordinate with Government departments / organizations.</p>
	(d)	<b><u>Joint. SECRETARY</u></b>
		The Joint Secretary shall assist the General Secretary in discharging his / her duties. Joint Secretary shall act as General Secretary in General Secretary absence. The Executive Committee will decide about this change over.
	(e)	<b><u>TREASURER</u></b>
		<p>The treasurer shall: -</p> <p>(i) Be the custodian of the funds of the ATRWA and shall be responsible for its accountability.</p> <p>(ii) Collect subscriptions from members regularly.</p> <p>(iii) Receive donations etc. for and on behalf of the ATRWA with approval of the Executive Committee.</p> <p>(iv) Issue receipts for all collections and obtain vouchers for all expenditure incurred.</p> <p>(v) Maintain cash book and other subsidiary records and prepare periodical and annual accounts in consultation with the Secretary.</p> <p>(vi) Prepare a defaulters' list once in two months as laid down in article 8 (ii) above.</p> <p>(vii) With the help of Assistant Treasurers upkeep all the financial related services &amp; documents</p>
	(f)	<b><u>EXECUTIVE MEMBERS</u></b>
		<p>An Executive Member shall: -</p> <p>(i) Be individually responsible to the Executive Committee &amp; collectively to the General Body of the ATRWA.</p> <p>(ii) All decisions taken at the Executive Committee meeting shall be on democratic principles and except in cases otherwise provided be decided by a simple majority of votes of the Executive Committee members present and voting.</p>

		<ul style="list-style-type: none"> <li>(iii) Implement the policies and carryout the directions of the Executive Committee as well as the General Body.</li> <li>(iv) Control, Co-ordinate and Supervise the working of sub-committees entrusted to him / her.</li> </ul>
<b>Article-16</b>		<b><u>MEETINGS</u></b>
	(a)	<p><b><u>Annual General Body Meeting:</u></b></p> <ul style="list-style-type: none"> <li>(i) The Annual General Body meeting shall ordinarily be held once in a year after the closure of the financial year and preparation of annual accounts and not later than 13 months from the date of the previous meeting.</li> <li>(ii) The Annual General Body meeting shall ratify the office bearers of the executive committee already elected and shall nominate office bearers for vacant posts, if any.</li> <li>(iii) The Annual General Body shall nominate a Chief Election Officer and an Auditor from outside of its members for the subsequent year.</li> <li>(iv) The minutes of the last Annual General Body meeting shall be read out and confirmed.</li> </ul>
	(b)	<p><b><u>General Body Meeting:</u></b></p> <ul style="list-style-type: none"> <li>(i) At least a fortnight's (15 days) notice shall be given for convening the General Body meeting.</li> <li>(ii) In case of any emergency the General Body meeting may be convened at any time. In such cases at least twenty-four hours' notice shall be given.</li> <li>(iii) The minutes of the last General Body meeting shall be read out and then confirmed.</li> </ul>
	(c)	<p><b><u>Executive Committee Meeting:</u></b></p> <ul style="list-style-type: none"> <li>(i) The Executive Committee meeting shall be convened at least once in a month to transact its business. A notice of at least three days shall ordinarily be given for such meeting. However, in case of an emergency, meeting can be convened at short notice.</li> <li>(ii) The President / General Secretary or in their absence the Vice President / Joint Secretary shall convene the Executive Committee meeting specifying the date, time and agenda there of.</li> <li>(iii) The minutes of last meeting shall be read out and confirmed.</li> </ul>

		(iv) The Executive Committee may convene an extended Executive Committee meetings if they feel to discuss and seek opinion of members on important issues.
<b>Article-17</b>		<b><u>QUORUM</u></b>
	(i)	GENERAL BODY MEETING: 1/4 of the total <b>resident members</b> or 50 resident members shall form the quorum of a General Body meeting. An adjourned meeting for want of quorum shall require no quorum and with a notice of 15 days this second meeting can be conducted.
	(ii)	EXECUTIVE COMMITTEE MEETING: Quorum for an Executive Committee meeting shall be 50% of the total members including President or Vice-President and General Secretary or the Joint. Secretary. Every decision of the EC, in any matter, if not agreed to in writing or disputed by 3/4 <sup>th</sup> majority of the members present, the same shall be referred to the GB for decision thereon. The decision of the GB is binding in all.
<b>Article-18</b>		<b><u>REQUISITIONED Extraordinary MEETING - GENERAL BODY</u></b>
		At least one third of the members may serve a fortnight's notice in writing to the General Secretary for convening an Extraordinary General Body meeting requiring immediate decision. The Secretary shall circulate the notice at least seven days prior to the date of such meeting. Resolutions in such requisitioned meeting shall be carried by two-thirds of the members present and voting.
<b>Article-19</b>		<b><u>ELECTION PROCESS</u></b>
		The Annual General Body shall nominate a Chief Election Officer, NOT from amongst the resident members, who shall conduct election to the Executive Committee for the subsequent year. The entire election process should be completed by 31 <sup>st</sup> March. The Election Commissioner after completing the election process and declaration of the results shall hand over the papers to the Executive Committee of present time. The process of election is duly listed in <b>Annexure A</b> of this By laws. Only resident permanent members can contest the elections.
<b>Article-20</b>		<b><u>FUNDS &amp; USAGE</u></b>
	(a)	The funds of the ATRWA shall consist of the following and duly listed in Article-7 of this Bylaws.



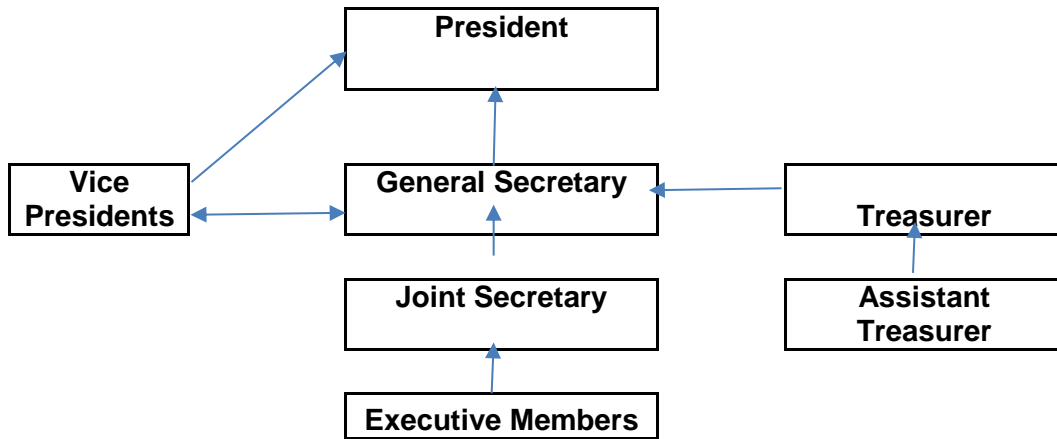
		<ul style="list-style-type: none"> <li>(i) Monthly Subscriptions/maintenance collected from the members.</li> <li>(ii) Special subscriptions, donations etc. collected from members as well as from non-members for special occasions etc.</li> <li>(iii) Grants-in-Aids from any outside agency.</li> </ul>
	(b)	<p>Money not likely to be required for immediate disbursement shall be lodged in a Bank Account opened in the name of Alakaapoor Township Residents Welfare Association, Neknampur, Hyderabad in any scheduled Nationalized bank and all withdrawals from the bank shall be operated by the <b>Joint signatures</b> of the President, General Secretary &amp; Treasurer.</p> <p>It is here by noted that the monthly subscriptions / maintenance collected is for the purpose of meeting up the regular expenditure like paying watchman/Security salaries, any other salaries related to maintenance, AMCs, Electricity bills, small repairs, Office stationary maintenance etc.</p> <p>Any special funds / Subscriptions collected for any specific situations / needs to be utilized for that particular need and accounted separate. Any leftover funds, after the completion of the special task, need to be informed to the EC and based on donor's word EC has to take a decision whether to return back the balance to donors or merge it in to regular accounts.</p>
	(c)	<p>The funds or subscriptions or donations collected by ATRWA should be used only for the Alakaapoor Township welfare &amp; maintenance and as per Bylaws. Any misuse will attract legal action.</p>
<b>Article-21</b>		<b><u>GENERAL RULES FOR RESIDENTS &amp; EXECUTIVE COMMITTEE</u></b>
		<ul style="list-style-type: none"> <li>(a) All common areas such as Parks, Roads, street lights, CC TV cameras etc. and in general which does not belong to any individual / company by law, should be maintained for the same purpose and no commercial / political activities are allowed in them without the permission of Executive committee of ATRWA.</li> <li>(b) Commercial hoardings / sign boards / Banners / statues are NOT allowed on the roads or common areas or with in any vacant land unless otherwise proper permission &amp; approvals are there from the concerned Government officials &amp; ATRWA must issue NOC for the same.</li> <li>(c) All business or commercial establishments with in the Alakaapoor Township must maintain all standards and follow the rules and regulations set by ATRWA / statutory rules of Government from time to time. They must not alter any of the pavements or common amenities.</li> </ul>

- (d) No film or TV shooting allowed without the permission of ATRWA.
- (e) Alteration or encroachment of drainages lines, water lines, Roads, Trees, Road median, Pavements, Parks, bus shelters, common Rain water harvesting pits etc.. not accepted unless otherwise allowed by ATRWA. This allowance also has to be kept in to consideration for the purpose of common interest and development of Alakaapoor Township only.
- (f) Either permanent or temporary set up of tea bunks, tiffin centers, Barber shops, welding shops etc. on road side or over pavements is not allowed anywhere in Alakaapoor Township.
- (g) Any of the shops / super market / any offices / hospitals / clinics / pharmacies / banquet halls / function halls / restaurants / eateries / sports & dance institutes / educational institutes / collages etc.. should not be allowed to misuse the roads / parks or encroach the same for the purpose for parking / functions / advertising. ATRWA has full right to stop these activities and also go for legal measures.
- (h) Primarily ATRWA is the one and only legal body to give any exemptions / permissions and the same has to be conveyed to all respective government departments such as Neknampur Panchayat / Puppalaguda Panchayat / MRO / HMDA / GHMC / District collector / Police department etc.
- (i) Alakaapoor Township is not a commercial area declared under Government of Telangana and hence no Hoardings or Banners or public meetings of political parties in parks. Only on case / issue basis ATRWA can only allow such things (Not in Parks) and for a stipulated time. A proper justification in this regard should be noted in writing and should be signed and approved by at least 50% Executive Committee members from a total of 21 Executive committee members.
- (j) Loud speakers are not allowed by anyone in the township and this ban includes & applies for all the religious systems & entities. On a need basis this can be allowed between 8AM – 8PM or as per need & approval by EC. Police department has to informed about the same by way of resolution and only ATRWA has full right to allow / give NOC for the same. Before giving NOC or permissions Executive Committee has to discuss and record the justification in writing with a minimum of 50% Executive members approving the same.

		<p>(k) Any request to ATRWA about any event / program, from any resident or institution or organization shall be received in writing minimum 7 days in advance and Executive Committee will issue or deny the same as per rules &amp; necessity.</p> <p>(l) All unauthorized people's entry &amp; movement can be stopped / restricted by ATRWA executive committee &amp; duly informing the same to Police department.</p> <p>(m) All owners have to verify the passport &amp; visa details and keep a copy of the same in case they want to lease their premises to foreign nationals and must inform to ATRWA &amp; Police Department the same.</p>
<b>Article-22</b>		<b><u>PROPERTIES / LANDS UNDER ATRWA</u></b>
	(a)	<p>All Parks present in ALAKAAPoor TOWNSHIP and by name or left vacant by the developer for the purpose of park / amenity. Some of them listed as below</p> <ul style="list-style-type: none"> <li>(i) Mahatma Gandhi Park (M.G. Park)</li> <li>(ii) Netaji Park</li> <li>(iii) S.V. Park</li> <li>(iv) Sports park</li> <li>(v) Septic Tank park</li> <li>(vi) Heritage Back side park</li> <li>(vii) Park place near homeopathy doc house</li> </ul>
	(b)	<p>Vacant lands duly mentioned as amenities in the master lay out plan submitted to HMDA / panchayat /HUDA by the developer or any other vacant lands for left for the purpose.</p>
<b>Article-23</b>		<b><u>AMENDMENT TO THE BYLAWS</u></b>
		<p>Any amendment to the Bylaws shall be effected only by the General Body at its annual meeting or at the extra ordinary meeting specially convened for the purpose with the approval of two third of the members present at the meeting which shall however be not less than 35% of the members on the rolls who are eligible to vote.</p>
<b>Article-24</b>		<b><u>DISSOLUTION</u></b>
		<p>The ATRWA shall be dissolved when the number of the registered resident members falls below 15 or by a decision of 2/3<sup>rd</sup> majority of the registered</p>

	members. A board of Trustees shall be elected by the members on dissolution who shall dispose of the assets and liabilities of the ATRWA
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### Organisational Structure of ATRWA



**Annexure – A**

**Election Process of Executive Committee:**

1. 15 Days before the term of the present committee ends the elections should be announced and responsible election officers (3 Numbers – 1 Chief Election Officer and 2 Election officers to support CEO. CEO decision is final) team should be nominated by the present EC / GB from outside of the residents.
2. All “Permanent Members” who are RESIDING in Alakaapoor Township can only contest the elections for the post of Executive committee (21 Posts) by duly filling up the nomination forms and submitting the same to the Election Officer (E.O). The contestants must meet the criteria duly mentioned in the ATRWA by laws & **Article 5, 11** of ATRWA By Laws.
3. After 15 days from the announcement of elections the nominations acceptance closes and CEO will scrutinize and finalize the list of contestants.
4. After finalization of the contestants list, any TWO consecutive days between 10<sup>th</sup> – 15<sup>th</sup> day (preferably Saturday & Sundays or Holiday) will be the election dates, if no consensus / unanimous happens.
5. Ballot paper consisting names of all contestants has to be published/printed with an option of selection. Serial number has to be given for each ballot paper. Ballot Box also should be ready 2 days prior to election.
6. The voting is secret by nature.
7. Timing for voting will be morning 10 AM – 4 PM.
8. All Permanent members can cast their vote duly displaying the Membership ID issued by ATRWA and also any one of the Government approved ID.
9. After completion of Voting the CEO and two EOs will start counting the votes and declare the elected Executive Committee members. The first 21 contestants who get majority of votes are the ones who has to be selected.
10. All selected contestants should be given the certificate of election by the CEO.

Continued ...

**Electing the roles of President, Vice President, treasurer, General Secretary & Joint Secretary.**

1. All the newly elected Executive Members under the supervision of all Election Officers (CEO & EOs) shall elect the candidates for president, Vice President, General Secretary, Treasurer, Joint Secretary. It must be proper election process, if no consensus is there, and within the EC.
2. After electing and forming the entire new committee, the CEO and present President will declare / announce the new committee to all the residents of ATRWA.
3. All elected members must take oath of office on a prescribed date & time in the presence of CEO.
4. All out going members / change in positions has to submit a resignation form.

Annexure – B

Map showing the boundaries of Alakaapoor Township

