

MEMORANDUM OF ASSOCIATION

NAME OF THE SOCIETY:

Friends of Marine Life (FML)

ADDRESS:

TC 34/1780-A, Kochuthope, Tvpm-695008

NAME OF THE POST OFFICE:

Vallakkadavoo P.O

AREA OF OPERATION:

India

SIGNATURES:

President

Secretary

Treasurer

President / Secretary

District Registrar / Society Registrar
Thiruvananthapuram

Sir,

Subject: Regarding Registration of Society
Reference: Registration Number T. /2015

As per a general body meeting conducted on 03 October 2015, a group / society by the name Friends of Marine Life (FML) has been formed. It has been decided to register this group / society according to the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. Hence, it is hereby requested to register this group / society.

Yours faithfully,

Place: Kochuthope
Date:

Signatures
President / Secretary

Declaration

It is being declared that there is no organization registered as per the Charitable Societies Act that is already functioning by this name in this place.

Official Designation	Name and Address	Signature
1. President	Robert Panipilla TC 34/1780 A Kochuthope, Vallakkadavoo PO Thiruvananthapuram 695008	
2. Secretary	Benny S TC 44/305 – (1) Asha Bhavan Valiyathura, Vallakkadavoo PO Thiruvananthapuram 695008	
3. Treasurer	Rosamma V, Social Worker Manallil Veedu Watts Road Valiyathura, Vallakkadavoo PO Thiruvananthapuram 695008	

4. Objectives

1. To engage in maintaining equality and brotherhood among the members
2. To engage in activities to create awareness regarding the coastal and marine environment among the coastal students and youth
3. To work for the sustenance and prosperity of the coastal and marine environment by interactions in society
4. To conduct studies / research / surveys related to the coastal and marine environment
5. To prepare and publish books related to the coastal and marine environment
6. To produce and exhibit documentaries, short films, etc. related to the coastal and marine environment

7. To organise study tours
8. To organise discussions, debates, poster exhibitions, etc.
9. To provide internship opportunities for students conducting studies related to the coastal and marine environment
10. To work along with other organizations sharing similar ideologies
11. To provide training in swimming, snorkeling, scuba diving, etc. to students and youth interested in learning about the coastal and marine environment
12. To get involved and work for solving problems affecting the coastal environment
13. To prepare and offer creative suggestions for coastal development to those concerned.
14. To work for the protection of marine biodiversity.
15. To do social work with unity for the benefit of the country and the overall development of the common people.
16. To produce and provide artificial reefs helpful for improving fish availability.
17. To create programs for visual media that are help to create awareness about the coastal and marine ecosystem among the public.
18. To create educational presentations related to India's coastal and marine environment and biodiversity for dissemination through planetariums.
19. To prepare hydrographic digital charts of the sea regions that come under the authority of the coastal states of India and to visually highlight and mark those regions with marine habitats and use them for marine environment related educational activities.
20. To financially support groups that work for the betterment of education for students from the coastal areas.

Declaration

As per a general body meeting conducted on 03 October 2015, it has been decided to register this group according to the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. Hence, it is hereby requested to register this group / society. The names and signatures of the executive office bearers for this are given below:

President - (Signature)
Secretary - (Signature)
Treasurer - (Signature)

(Insert Table of Members)

Robert Panipilla - President

Harison B. - Vice President

Benny S. - Secretary

Metilda Cicil - Joint Secretary

Rosamma V. - Treasurer

Shrinivaasu S. - Executive Member

Aneesha Ani Benadict - Executive Member

Articles:

1. Name of the Society : Friends of Marine Life (FML)
2. Address : TC 34/1780-A, Kochuthope,
Vallakadavu PO, Thiruvananthapuram 695008.
Kerala, South India

District : Thiruvananthapuram
Taluk : Thiruvananthapuram
Corporation : Thiruvananthapuram
Village : Pettah

3. Office : TC 34/1780-A,
Kochuthope, Vallakadavu PO
Thiruvananthapuram 8.
Kerala, South India

4. Area of Operation : India

5. Objectives

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President - (Signature)
Secretary - (Signature)
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20. To financially support groups that work for the betterment of education for students from the coastal areas.

6. Membership – Individuals above 18 years of age and willing to abide by the rules of the group / society are may become members subject to the acceptance of their membership by the governing council.

7. Entry

1. Those seeking membership should submit a duly filled and signed application form along with an entry fee of INR 100 and an annual membership fee of INR 200. For continued membership, the annual membership fee should be paid by the 1st of April, every year.

2. Those members have membership fee dues of 3 years or more will lose their membership. They will cease to have voting rights and all other membership rights and privileges.

President - (Signature)
Secretary - (Signature)
Treasurer - (Signature)

3. If all membership dues are cleared at once, membership may be restored subject to the approval of the committee.

8. Entry Register

1. Those joining as members, upon approval of their membership by the committee should sign in the admission register.

2. Once a membership is cancelled, this should be recorded in the register.

9. Cancellation of Membership

1. A letter of resignation is to be submitted in writing by the member on his/her own and it should be accepted by the governing council.

2. If a member is found to act against the rules, interests, policies of the society and upon being given a show cause notice in writing by the governing council if no proper explanation is given within a week, or, if an explanation is given and the governing council is convinced that the member has acted against the rules of the society, his/her membership can be cancelled.

3. Upon accumulation of membership dues of more than 3 years.

4. Upon death.

10. Functioning

Entry fees, annual membership fees, income from activities conducted by the society / group, donations, grants received from the government or other assisting organizations, interest, will be capitalized.

11. General Body

1. All members included in the admission register will be considered as the general body.

2. Each member will have voting rights.

3. General body meetings are to be conducted at least twice annually.

4. Each calendar year will be considered as an individual year by the society / group.

5. An annual general body meeting is to be conducted by the 3rd of December each year.

6. In the annual general body meeting, annual income and expense statements, balance sheet and budget have to be presented and approved.

7. The quorum for the general body is one-third of the total number of members or 15, whichever is lower.

8. A notice regarding the general body, including its agenda, is to be given by the Secretary at least 10 days before the date of the meeting.

9. A governing council / committee comprising of 7 members is to be selected from the general body for the administration of the society / group. This selection may be conducted by a secret ballot if required.

President - (Signature)

Secretary - (Signature)

Treasurer - (Signature)

10. All members are obliged to attend all general body meetings.
11. Under normal circumstances, with the written request of 15 or more members and if required by the members, the secretary shall convene an extraordinary general body meeting. If such an action is not taken by the secretary, the respective members may convene a general body meeting on their own and take decisions.
12. If any changes are to be made in the rules of the society / group, a notice is to be given by the secretary prior to at least 10 days and when such a general body meeting takes place at least $\frac{3}{4}$ th of the members present should agree to pass the changes / amendments and those changes / amendments that do not get passed with be void. A true copy of those changes that have been passed, signed by 3 members of the governing council, have to be submitted to the district registrar office within 14 days from the day of the general body meeting.
13. The balance sheet and income and expense statements of the society / group, for the first time, should be audited by an auditor appointed by the general body.
14. The general body has the supreme authority for all matters with the governing council.
15. The governing council has the responsibility to implement / execute all policies and initiatives approved by the general body.
16. If any governing council member or any of the governing council members or the governing council as a whole, is found to be a threat to the existence of the society / group, the general body has the authority to dismiss them.
17. If any assets of the society / group is stolen, lost or cannot be repaid, any final decision related to these matters may be taken only by the general body.

12. Administration

1. Administrative responsibilities will vested in a governing council comprised of 7 members elected from the general body. If needed, more members maybe included as invitees.
2. From this governing council, the following official members have to be elected with a majority:
 - 1) President
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer
3. The quorum for the governing council is four.
4. The members of the governing council are elected for a period of 1 year.
5. After the election of a new governing council and until they take charge, the old governing council will continue to stay in power.
6. A list of the governing council members is to be filed with the district registrar within 14 days from the date of the general body meeting.

President - (Signature)
Secretary - (Signature)
Treasurer - (Signature)

7. The President has the authority to nominate members to fill in temporary vacancies in the governing council. This has to be approved by the governing council.

8. Those governing council members who fail to attend 3 consecutive meetings of the governing council without valid reason is to be dismissed. If the governing council later becomes convinced of a valid reason for absence, the dismissed member may be reinstated.

9. (-----)

10. If the President resigns, the Vice President will take charge temporarily and the governing council has to accept the resignation. The resignation comes to effect only if the President does not have any obligations pending with the society / group. A new President is to be elected in the governing council meeting that immediately follows.

11. If due to any reasons, a majority of the governing council members resign, the secretary has to immediately convene an extraordinary general body meeting and do the necessary for electing a new governing council.

12. Governing council meetings have to be conducted at least twice a month.

13. In the first governing council meeting of each month, the income expense accounts, receipts and vouchers issued till the end of the previous month have to be verified by the governing council and have to be approved and signed only if convinced. If any discrepancy is found, an explanation is to be demanded from those responsible and if any amount is required to be collected from them, an effort is to be made to collect the same immediately.

14. Yearly balance sheet and income expense statement, if it is for the first time, should be verified by an auditor appointed by the governing council.

15. For each year, after the annual general body meeting, a true copy of the approved balance sheet and income expense statement, signed by atleast 2 members of the governing council, is to be submitted to the district registrar office within 21 days from the date of the meeting.

16. After the election to the governing council, a list of the council members is to be submitted to the district registrar office, within 14 days from the date of the general body meeting.

17. If, for any purpose, sub-committees are to be formed, each governing council member is to take charge of each of the sub-committees formed.

President - (Signature)

Secretary - (Signature)

Treasurer – (Signature)

18. Rules, that include terms of service, regarding the appointment of assistants to the

society / group are to be made.

19. Written directives are to be made for organizations that function under the society / group.

20. Schemes, that are found necessary, for the welfare of the groups targeted by the society are to be formulated and presented in the general body meetings.

21. The President, Secretary, Treasurer and atleast two members of the governing council are required to sign for the loans taken for the society / group.

22. A coordinator may be appointed, if required, for the functioning of the society / group.

(The following are yet to be translated in entirety)

13. Powers and Responsibilities of the Official Members

1. President

1 to 6

Vice President

1 to 3

2. Secretary

1 to 11

Joint Secretary

1 and 2

3. Treasurer

1 to 7

14. Details of the Records to be maintained by the Society / Group

1 to 16

15. Litigation related to the Society / Group

1 to 3

16. Blameworthy members are punishable as outsiders

17. Conditions related to the dissolution of the Society / Group

18. The Society / Group should have a registered office, seal and name board.