

**RULES AND REGULATIONS OF
THE TRAVEL AGENTS FEDERATION OF INDIA
(AS AMENDED BY EOGM OF 10 APR 10.)**

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" "Member" shall mean and include any Individual, Partnership Firm, Association 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 Allied Member or Associate Member 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.
- b. "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.
- c. "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.
- d. "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.
- e. "Chapter" shall mean the branch of the Federation constituted by the Managing Committee in the manner prescribed by these Rules and Regulations.
- f. "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.
- g. "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.

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.

I. 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. Allied Members
- d. Associate 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 classes of Members and may provide for their fee and subscriptions and for the rights and privileges of such new classes of members.

Members shall be issued a maximum of two representative cards each. Such cards shall entitle the within mentioned, depicted holder to attend meetings and entitled to and vote therein.

However, only one person per member shall be permitted to vote at such meetings. 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. 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 picture 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 concern, or a designated director of a Limited Company of TAFI, OR a duly authorized 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.

a. **Chartered Members**

A Chartered Member is an International Air Transport Association (hereinafter referred to as IATA), approved proprietary or partnership firm or a limited 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.

b. **Active Members**

An Active Member is an IATA approved proprietary or partnership firm or a limited company having an established place of business in India, and shall have voting rights

c. **Allied Members**

A legal entity in transportation or hotel business or professionals or otherwise having a close relationship with the travel agency business but whose primary business does not involve issuing of tickets, save and except General Sales Agent and / or Passenger Sales Agent, will be accepted as a member of the Federation with no right to vote in the proceedings of the Federation.

d. **Associate Members**

An Associate member is a branch of a Chartered Member or Active member (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 in the proceedings only at the respective chapter level 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 agency 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 vote in the proceedings of the Federation.

d. **Affiliate Member :**

A legal entity acting as a Travel Services Intermediary who is not an IATA Accredited Agency and shall have no right to vote in any proceedings of the Federation And other sub Rule numbers shall change appropriately.

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

Any Government Department/s or designated person from tourist or any Central, State, Foreign, Government department, shall be eligible for membership as a Government Representative, provided the application is made and accepted by the Managing Committee, such member/s shall have the right to participate in the activities of the Federation but with no right to vote in 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 vote in the proceedings of the Federation. An Honorary member shall not pay any entrance or subscription fees.

II. PROCEEDURE OF ADMISSION OF A MEMBER:

1. Every application for membership of the Federation for any category, shall be made in writing by such Individual, Firm, Association or Limited Company in such form and shall contain such particulars as may be prescribed by the Managing Committee from time to time.
2. 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.
3. 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.
4. The Managing Committee shall be at liberty to decide the procedure for inducting an individual, firm Association or company as a member to the said Federation.
5. 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.

III. ENTRANCE FEE AND ANNUAL SUBSCRIPTION:

1. 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:

Serial No.	Category	Entrance Fee (Non refundable)	Annual Subscription Fee (Non Refundable)
1.	Chartered Member	5000	3125
2.	Active Member	5000	3125
3.	Allied Member	5000	1563
4.	Associate Member	5000	1563
5.	Affiliate Member	5000	1563
6.	Overseas Allied Member	5000	2500
7.	Government Representatives	NIL	NIL

8.	Honorary Member	NIL	NIL
Plus taxes as applicable thereon.			

2. Any singular increase or change in the entrance fee or subscription fee over and above 25% of existing fee shall be subject to the approval of the General Body Meeting pursuant to a resolution passed therein.

IV. CEASING TO BE A MEMBER:

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

- a. On his/her death in case of a Proprietorship. (However, continuity may be maintained by nominating in the prescribed form of nomination to TAFI).
- b. On the resignation by the member.
- c. If he/or she is convicted of criminal offence involving moral turpitude.
- d. If expelled from the Federation.
- e. 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
- f. On non-payment of the dues accruing to the Federation within two months of the due date, and the decision terminating membership has been taken by the Managing Committee.
- g. In the event of dissolution of partnership or Association or on any change in its constitution, the continuation of the membership will be subject to the approval of the Managing Committee.
- h. In the event of the Company being wound up under the Companies Act, 1956.
- i. In the event of takeover or amalgamation / merger of the Company , under the Companies Act, 1956 , continuation of the membership of the Company will be subject to the approval of the Managing Committee.

V. MANAGING COMMITTEE:

1. 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 & when and if so

required.

2. The Managing Committee shall be constituted of minimum twelve members out of whom two shall be Additional co-opted members and others shall be Mandatory co-opted Committee Members. There shall be:

- a. President - One Post;
- b. Vice-President - One Post;.
- c. General Secretary - one Post;
- d. Treasurer - One Post;
- e. Joint Secretary - One Post;
- f. Joint Treasurer - One Post;
- g. Managing Committee Members - Three Posts;
- h. Additional Co-opted Committee Members - Two Posts;
- i. Mandatory Co-opted Committee Members
 - (a) Immediate Past President. - shall have no right to vote or hold any office. .

3. 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 Member categories shall both the above co-opted categories shall;

- a. Have a tenure of term co-terminus with the Managing Committee's term.
- b. Have a right to vote in any matter of whatsoever nature with the exception of Immediate Past President;
- c. Have no rights to hold office at any time during the tenure of the Managing Committee.
- d. Cooption/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 cooption/s, under the rules and regulations of the Federation."

4. President, Vice President, Secretary and Treasurer shall be elected directly to their respective offices by the voting members while the other members shall elect amongst themselves a Joint Secretary and a Joint Treasurer.

5. 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 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).

6. Provided further that in the event of Resignation/Vacation of The President of the Federation, for any reason whatsoever, the Vice President of the Federation shall take over as The 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, for the remaining term of The resigning/ vacating President of the Federation, without affecting the eligibility of such 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.

7. 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.

8. Provided further that, similarly, in the event that any office bearer of The Federation resigns/vacates his office for any reason whatsoever, the next in line below such resigning/vacating office bearer, shall hold dual offices; that of his own; as well as that of the 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 as per rules and Regulations of the Federation.

9. Provided further that, in the event two or more 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 offices, within six months from such dual/multiple resignations/vacations of offices, to the specific offices 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.

10. Provided further that, in case of resignation/vacation 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 of office, to the specific office that has been so vacated, as per rules and regulations of The Federation.

11. 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.

12. 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.

13. It is Provided that any retiring member of the Managing Committee may stand for reelection and be reelected to the Managing Committee, HOWEVER, any retiring Office Bearer reelected directly to a particular office, (i.e. President, Vice President, General Secretary and Treasurer), may stand for reelection and be reelected to that very particular office, provided that such an Office Bearer has not completed two terms of two years each or part thereof, continuously and/or consecutively, as the case may be. In the event that he/she has completed two terms of two years 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: the term "Office/s shall mean the posts of The President, The Vice President, The General Secretary and The Treasurer and the term 'Office Bearer/s shall mean the directly elected person/s, holding the office/s of The President, The Vice President, The General Secretary and The Treasurer"

TERM OF THE MANAGING COMMITTEE:

The Managing Committee shall be elected by means of a Secret Ballot and shall be so elected for one term comprising of two Solar Calendar years, from the date of elections.

A. THE NATIONAL JOINT COUNCIL

The National Joint Council shall comprise of:

- i. All the Managing Committee Members
- ii. 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.

B. THE RULES OF THE NATIONAL JOINT COUNCIL

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

- 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-terminous 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 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.

VI 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 devise such schemes of Joint Fixed Deposit or like of it, so as to be offered to the Bodies, which are promoting or augmenting the payments and/or receipts of the travel industry, and regulate the procedure of business of travel in India, as described in clause 3 (b) of the MEMORANDUM OF ASSOCIATION of the Federation.
- e. To accept donation in cash or in kind on such terms and conditions and/or without any conditions.
- f. To make an appeal to the people for general donations as per the decision of the Managing Committee or General Body.
- g. 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.
- h. To form such Chapters 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 and to alter, modify the Rules and Regulations.
- i. To invite the Chapter Chairman/Chairmen of the Chapter to the Managing Committee meetings as and when the Managing Committee decides.
- j. 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.
- k. To finally expel member/s from the membership of the Federation on the grounds as aforesaid after placing the matter before the General Body.
- l. 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.
- m. To seek affiliations with other such organizations as and when deemed necessary for the benefit of the society.
- n. 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 Federation.

VII. MEETING OF THE MANAGING COMMITTEE :

Members of the Managing Committee shall meet ordinarily at least once in two month, 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 may be given to the members of the Managing Committee.

VIII. REQUISITION MEETING OF THE MANAGING COMMITTEE :

The requisition meeting of the Managing Committee may be convened upon a requisition made in writing by 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 Managing Committee fails to do so, then the President and / or the requisitionists themselves may convene such 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.

IX. QUORUM FOR THE MANAGING COMMITTEE :

2/3 rd 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.

X. MINUTES TO BE KEPT :

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

- a. A clear report of the proceedings of such meeting.
- 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 read over in the next meeting of the Managing Committee and when confirmed shall be signed by the Chairman of such meeting.

XI. OFFICE-BEARERS :

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

XII. OFFICE-BEARERS AND THEIR DUTIES :

- a. **President:**

The President of the Federation, shall preside over the meeting 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. **Gen. Secretary:**

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

d. **Joint Secretary:**

The Joint Secretary shall assist General Secretary in his daily routine work.

e. **Treasurer**

The Treasurer shall ordinarily receive and make all payments made to the Federation and pass the necessary receipts and shall maintain account books. He may authorize at 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 him.

f. **Joint Treasurer:**

The Joint Treasurer shall assist Treasurer in his daily routine work.

XIII. ANNUAL GENERAL BODY MEETING (AGM):

The Annual General Body Meeting (AGM) of the Federation shall be held once in a year within 120 days immediately after 31st March of every year at such a place, time and date as the Managing Committee shall determine.

14. EXTRA ORDINARY GENERAL BODY MEETING (EOGM):

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 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.

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.

On receipt of the requisition the Managing Committee shall forthwith proceed to convene an Extra-ordinary meeting within 60 days. If Managing Committee fails to do so, then the President himself or requisitionists themselves may convene such 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 there after, then the entire requisition shall stand nullified and shall have no force of law.

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..

15. 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 "Under Certificate of Posting" OR by courier with a proof of delivery. But an accidental non-receipt of such a notice by any member shall not invalidate the proceedings of any General Body Meeting.

16. 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.

17. 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 and audited statement of accounts.
- d. To elect the Managing Committee for the next term, if the term is over.
- e. To appoint Auditors and fix their remunerations.
- f. To consider any other matter, due notice of which has been given to the Managing Committee five days prior to the General Body Meeting.
- g. To consider any other matter with the permission of the Chairman of the meeting.

18. BUSINESS AT EOGM:

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

the EOGM.

19. ELECTION:

The election shall take place after every two years in the AGM.

20. 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), 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 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 be 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.

No proxy-vote/s or postal ballot shall be permitted in any meeting of General Body Meeting/s or Extraordinary General Body Meeting/s or any other meeting/s of whatsoever nature, of the Federation."

21. 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.

22. FINANCIAL YEAR:

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

23. 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 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 TAFI.

24. 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 Managing Committee Member to preside the same.

25. CHAPTER:

1. Chapter 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.
2. 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 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 shall be merged with another chapter and/or disbanded at the sole discretion of the Managing Committee.
3. The relationship of a Chapter and the Federation, shall be that of a branch office and not that of a Principal and Agent.
4. 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 and try to emulate and project and follow the working model of the Federation at all levels.
5. 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.
6. 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 maximum of five duly elected members, in case a chapter has 50 or more members.
7. 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.

8. 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 from time to time.
9. The Chapter Committee shall work within the framework of the philosophy pursued by the Managing Committee.
10. Fiscal and other 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 word by a chapter.
11. The Election to the Chapter Committee shall be held after every two years. The Managing Committee shall appoint an Observer from the Managing Committee during the elections of the Chapter Committee without whom the election cannot be held, office bearers can stand for reelection 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.
12. The Chapter Committee shall function strictly as per the directions issued by the Managing Committee from time to time.
13. 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.
14. 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."
15. 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.
16. The Chapter Committee shall have power to appoint sub-committee/s as and when necessary.
17. The Chapter Committee shall maintain accounts, which shall be duly audited by an Auditor to be appointed by the Chapter Committee, however, in accordance with the accounting principles and as laid down by the Managing Committee.
18. The Chapter Committee may make, alter, amend or modify and enforce operating guidelines, keeping in mind the local circumstances, however, after prior approval from

The Managing Committee.

19. The Auditor appointed by the Managing Committee shall also have the right to inspect the accounts maintained by the Chapter.
20. Attendance at Chapter meetings: at least 50% attendance at Chapter meetings held, during any particular Financial year, by any member entitled to vote, shall be necessary for such a member to continue to remain a member of Travel Agents Federation of India. The Chapter Committee shall report to the Managing Committee, the names of such members who do not comply with the aforesaid requirements. The Managing Committee may at its sole discretion expel such member/s even for the sole reason of non-compliance of the aforesaid attendance requirement."

26. CONTROL AND MANAGEMENT OF CHAPTER COMMITTEE:

1. The Chapter Committee shall function according to the rules and regulations framed by the Managing Committee from time to time.
2. The Managing Committee shall have power to de-recognize a Chapter or dismiss a Chapter Committee, if the Managing Committee is of the opinion that the Chapter or Chapter 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 Society, for its approval of such a dismissal.
3. 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.

27. 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 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 Secretary:**

The Chapter Secretary shall accept application for membership to the Association and

submit the same to the Managing Committee with due recommendations and approval of the Chapter Committee, and will maintain Membership Register up-to-date. He/She shall maintain minute book and attend daily routine correspondence. The Chapter Secretary shall maintain all other necessary books and records.

c. **Chapter Treasurer:**

The Chapter Treasurer shall ordinarily receive all payments made to the Chapter and pass the necessary receipts. He/She will assist the General Treasurer in collection of Dues to the Federation and shall maintain books of Accounts, however all payments shall be made with any two signatures of office bearers.

28. BOOKS OF ACCOUNTS:

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

29. EXPENSES ON THE OBJECTS:

Funds shall be utilised towards the aims and objects of the society, as mentioned in the clause number 3 of the Memorandum of Association as follows:

1. Administrative Expenses
2. Social/Cultural/Welfare Expenses
3. 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.1,00,000/- (Rupees One Lakh Only) per financial year.

0. POWER TO PURCHASE, LEASE, LICENSE ETC. IMMOVABLE PROPERTY:

The Managing Committee shall have power to purchase the 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. In case of taking a 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."

31. 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 General Body Meeting for the verification of the General Body.

32. 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.

33) REDRESSAL /GRIEVANCE CELL :

1. Any dispute/ grievance arising between the Members inter se maybe referred to the Redressal Cell to be constituted by the Managing Committee.
2. 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.
3. 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.

34) AMENDMENTS IN THE RULES AND REGULATIONS, OBJECTS AND TO

FRAME RULES :

1. 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 procedure laid down in Sec. 12 and 12-A of the Societies . Registration Act 1860 shall be followed.
2. 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 Registrar of Societies for information & record.

35) 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.