

THE KOTTAYAM RIFLE ASSOCIATION

KOTTAYAM



MEMORANDUM OF ASSOCIATION

AND

RULES & REGULATIONS

THE KOTTAYAM RIFLE ASSOCIATION

REGISTERED As No. K. 179/88 under

THE TRAVANCORE COCHIN LITERARY, SCIENTIFIC
AND
CHARITABLE SOCIETIES REGISTRATION ACT 1955

THE MEMORANDUM OF ASSOCIATION OF THE KOTTAYAM RIFLE ASSOCIATION

1. The name of the Association shall be THE KOTTAYAM RIFLE ASSOCIATION (hereinafter called “THE ASSOCIATION”)
2. The Association shall have its Headquarters at Kottayam and for the time being the address shall be, Kottayam Rifle Association, Central Junction, Kottayam-1.

Aims and Objects

3. The aims and objects of the Association shall be
 - a. To train citizen of India in Rifle Shooting in order to educate them in the use of fire arms.
 - b. To encourage marksmanship among the civil population both as sport and for the purpose of self-defence and to ensure necessary means of National defence.
4. To achieve the above aims and objects, the Association proposes the following:
 - a. Impart instruction in the use of Fire arms
 - b. Arrange for target practice with long range and small bore rifles, shot guns, revolvers and pistols of non prohibited bores and fire rifles.
 - c. Arrange for suitable ranges for such practices.

- d. Arrange for picnics and lawful shooting trips.
 - e. Render advice and assistance to similar local organisations within the District.
 - f. To arrange competitions and to enter competitions as teams and individuals arranged by various Rifle Associations or Clubs in the country.
 - g. Secure supply of arms and ammunition for members of the Association.
 - h. Impart military education to members of the Association particularly in rifle training with a view of developing in the young generations qualities of fearlessness, discipline, esprit de corps, resourcefulness and spirit of public service.
 - i. Impart knowledge of physical culture and sports to build up healthy bodies, steady hands, power of concentration good nerves and self-confidence.
5. The Association shall not operate for profits and accordingly its net income, after meeting all the expenses and after setting apart such funds as may be determined by the Governing Body at the end of each year towards repayment of deposits accepted or loans raised if any shall be expended solely for the promotion of the objects set forth in the Memorandum and the Profits will not be divided among members.
6. If upon dissolution of the Association there shall remain after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or disturbed among the members of the Association or any of them but shall be given or transferred to some other society or Association which has for its objects the furtherance of aims similar, as near as may be, to the objects of this Association , as decided by the votes of not less than three fifth of the members present personally or it may be transferred to the State Government.

We the several members whose name signatures, occupations and address are given below are desirous of being formed into a society

registered under the Travancore Cochin Registration of Literary, Scientific and Charitable societies Act XII of 1955 in pursuance of this Memorandum of Association under the name The Kottayam Rifle Association.

#	Name	Occupation	Address	Signature
1	Smt. Lisy Jacob IAS (President)	Dist. Collector	Dist. Collector, Kottayam	Sd/-
2	Sri. V.R. Rajeevan IPS, (Vice President)	Dist. Superintendent of police	Dist. Superintendent of Police, Kottayam	"
3	Sri. C. T. John (Secretary)	Business	Akkara Purat, P.B No. 192, Kottayam -1.	"
4	Sri. P.K. Mohan (Joint Secretary)	Stanes Motors	Vattakunnel, Erayilkadavu, Kottayam -1.	"
5	Prof. Sunny Thomas, (Treasurer)	Professor	St. Stephen's college Uzhavoor	"
6	K. U. Raju	Business	Kodianthra Agenciast	"
7	P.J. Issac	Agriculturist	Puthanparambil Kainady	"
8	P.C. Cherian	Planter	Poothikottu Kottayam-1	"
9	Thomas Stephen	Business	Thomsonstationaries Kottayam -1	"
10	Mohan Jacob	Business	Kelachandra Kottayam	"
11	Mathew Abraham	Business	Prakkattu financiers Kottayam	"
12	T. J. Oommen	Planter	Thuruthikkattu Kottayam-15	"

THE KOTTAYAM RIFLE ASSOCIATION

RULES AND REGULATIONS

(Affiliated with the Kerala State Rifle Association....)

NAME

1. The name of the Association shall be **THE KOTTAYAM RIFLE ASSOCIATION**. (hereinafter called “**THE ASSOCIATION**”)

OFFICE

2. The Association shall have its Headquarters at Kottayam and the address shall be , Kottayam Rifle Association, Central Junction, Kottayam -1
3. This Association is and shall continue to be affiliated with the Kerala Stat Rifle Association which is affiliated to the National Rifle Association of India
4. The Association is established for the objects set forth in its Memorandum of Association.

ASSOCIATION NOT FOR PROFIT

5. The Association is not for profit and the net income if any will be utilized as set forth in its Memorandum of Association.
6.
 - a. Subject to the rules hereinafter the Association may admit any citizen of India who is above 21 years of age as member of Association
 - b. Application for the membership shall be in the prescribed form which should be submitted to the Secretary of the Association.
 - c. All applications for the membership shall be sent to the Vice President for police enquiry and recommendation.
 - d. The President shall reserve the right to reject any application without assigning any reason whatsoever.

- e. The application being accepted the applicant shall be admitted as a member of the Association on payment of the fee stipulated from time to time by the committee
 - f. An application for admission as a member being accepted , the applicant shall furnish the Association with two passport size photographs along with an identity card duly filled in, (The card will be supplied by the Association). One photograph will be pasted on the identity card which the Association shall issue and the other in the record book which will be kept in the Association Office.
7. There shall be five classes of members viz. Patrons, Life members, Ordinary members, Honorary members and Junior members.
- a. Patrons shall pay a sum of not less than Rs. 10,000/- (Rupees Ten Thousand only) in one installment.
 - b. Life members shall pay a sum of Rs. 3,000/- (Rupees Three Thousand only) in one installment.
 - c. Ordinary members shall pay an admission fee of Rs. 500/- (Rupees Five Hundred only) and an early subscription of Rs. 75/- payable in advance.
 - d. Honorary Members:

Any person interested in the aims and objectives of the Association, whose services are helpful to the Association, and whose membership will be an honour to the Association shall be elected as Honorary members of the Association for such periods, as the Executive Committee thinks proper. Such members shall not be required to pay any admission fee or subscription. They have no voting right,
 - e. Junior Members:

The Executive committee can enroll students over 14 years and below 21 years of age as Junior members, if they are approved as promising shooters. Their membership is for 3 years and subject to renewal. A nominal membership fee can be levied as decided by the committee. They may be

given special training in Air Rifles also. They have no voting right.

8. Every member in addition to his or her subscription shall pay for the ammunition used by them.
9. The President of the Association may for any cause deemed sufficient, suspend or expel any member from the Association.
10. A member shall cease to be such in any of the following cases:-
 - On voluntary resignation
 - On being proved to be of unsound mind
 - On being convicted of an offence involving moral turpitude.
 - On being expelled from the Association.
 - On failure to pay subscription for more than two years consecutively.
11. Register of members shall be maintained at the Registered Office of the Association.
12. Every member shall subscribe to the following pledge.

“I solemnly declare that I will abide by the rules and regulations of the Association and shall remain a loyal citizen of India and I shall not abuse the benefit of the training that I shall receive”.
13.
 - a. The management, control and administration of the affairs of the Association shall vest in the Executive Committee consisting of :
 - 1) The President,
 - 2) The Vice President,
 - 3) Secretary,
 - 4) Joint Secretary,
 - 5) Treasurer,
 - 6) Chief Instructor and other,
 - 7) Nine Members.

- b. The Executive Committee shall have the power to manage the affairs of the Association including control of Arms and Ammunition and to frame and alter Bye-laws not consistent with the rules of the Association
- c. The committee shall endeavour to find ways and means to improve the finances of the Association
- d. The property and the assets of the Association shall be deemed to be vested in the Executive Committee. The Executive Committee shall have power to raise funds by borrowing or by accepting deposits or Voluntary Contribution and to utilize the funds of the Association for the purchase of lands, building or premises or movable article and things, construction or erection of buildings etc. and such other things for carrying out all or any of the objects of the Association.
- e. The accounts of the Association shall be scrutinized and passed by the Executive Committee from time to time.
- f. The funds of the Association shall be deposited in the scheduled bank, approved by the Executive Committee and shall be operated under the joint signature of the Secretary and Treasurer.
- g. No amendment of the memorandum Rules and Regulations will be made without prior permission of the commissioner of Income Tax.
- h. Dissolution:- in the event of dissolution, the net asset if any after satisfying all the debts and liabilities shall either be transferred to the societies/Trust having the same or similar or shall be vested with Government

AUDITOR

14. The accounts of the Association shall be audited once in an year by an Auditor who shall be elected by the Annual General Body meeting every year. The Auditor for the 1 st year shall be appointed by the Executive Committee

OFFICE-BEARERS AND THEIR ELECTION

15.

- a. The President of the Association shall be District Collector of Kottayam.
- b. The Vice President shall be the District superintendent of Police of Kottayam.
- c. The Secretary, Joint Secretary, Treasurer and nine committee members shall be elected by the General Body and shall ordinarily hold charge for 4 years and the election shall be as per the Election Bye-laws.
- d. Whenever two or more candidates for election as an office bearer receive equal number of votes, the member will be selected by lot.
- e. The committee shall continue in office, until relieved by a new committee duly elected. The retiring members are eligible for re-election.
- f. The official year of the Association shall be from the 1st of April to 31st of March every year.

POWERS AND DUTIES

16.

- a. The President : Shall exercise general control over administrator of the Association
- b. Vice-President : Shall exercise close supervision over the discipline and training of members. He shall preside over Committee Meetings in the absence of the President. He shall assist and advice the President in directing the activities of the Association. He shall scrutinize all applications for membership and shall advice the President on the question of the desirability of admission of any applicant, suspension or exclusion of any member.
- c. Secretary : He shall, subject to the direction of the Executive Committee
 - 1) Be the Chief Executive officer of the Association.

- 2) Have charge of all the correspondence and records of the Association;
- 3) Have custody of all the Arms and Ammunitions and other articles of the Association and shall keep a complete and correct stock book;
- 4) Keep-up-to-date Register of all members;
- 5) Shall arrange meetings of Exective Committee and General Body;
- 6) Shall prepare and present before the Annual General Body Meeting an Annual Report of the working of the Association;
- 7) Shall excersice disciplinary powers over the office staff and shall have power to suspend, dismiss or otherwise deal with them under general directions of the President;
- 8) Shall be responsible for the over all efficiency and conduct of the Association affairs;
- 9) Shall maintain minutes of all proceedings of General Body Meetings and Executive Committee Meetings.

d. The Joint Secretary: Shall help the Secretary in the discharges of all his duties.

e. The Treasurer: He shall-

- 1) Receive all sums subscriptions, donations etc. on behalf of the Association and deposit the same in a Scheduled Bank approved by the Committee;
- 2) Have charge of all the funds of the Association and operate the same, maintaining correct accounts;
- 3) Pay and clear only those bills passed by the Secretary;
- 4) Present the accounts of the Association and have them passed in the subsequent Executive Committee;

- 5) Submit it the General Body audited Accounts of the Association.
- 6) Office Establishment: The Committee shall appoint Clerks, Typists and other staff as found necessary as full time or part time.

17.

ANNUAL GENERAL MEETINGS

a. There shall be a meeting of the General Body within three months and not later than 30th June, of the closing of an year at which meeting the following business shall be transacted.

- 1) To receive and adopt the Report of the Association about the management and activities of the Association.
- 2) To receive and adopt the audited accounts of the Association for the year.
- 3) To elect the office-bearers of the Association.
- 4) To elect an Auditor for the ensuing year.
- 5) Conduct any other business as may be included in the agenda with the permission of the President.
- 6) Frame and alter rules and regulations of the Association.

The Association shall have power to alter, modify, cancel or amend these Rules and Regulations as may be required from time to time by a resolution of the General Body with due notice.

- 7) No member of the General Body shall be entitled to move any resolution at a Meeting of the General Body, unless due notice of such a resolution shall have been given to the Secretary and delivered at the office of the Association 7 clear days previous to the day announced for the holding of the General Body.

b.

- 1) The quorum of all General Body Meetings shall be not less than one fifth of the qualified members of the Association or 25 members whichever is less.
- 2) Notice of 10 clear days shall be given for any meeting of the General Body and the notice shall be issued to all members by post or be given individually in person.
- 3) If any meeting of the General Body has to be adjourned for lack of quorum the meeting shall stand adjourned on a day with in a fortnight and the notice of the adjourned meeting shall be issued to all the members giving at least 7 days clear notice and at such adjourned meeting no quorum shall be insisted upon.

18. **SPECIAL GENERAL BODY MEETING**

Besides the Annual General Body Meeting, Special General Body Meetings may be convened on requisition in writing to the President by at least one fifth of all members, mentioning the business to be transacted. This meeting, shall however be cancelled by the President if there is no quorum.

19. **EXTRAORIDINERY GENERAL BODY MEETING**

The Executive Committee shall have powers to convene an Extraordinary General Body Meeting at any time they deem necessary. The Secretary, shall in such case give notice of such meeting to all the members at least 6 days in advance and mention the business to be transacted in the notice. The quorum shall be the same as the Annual General Body Meeting

20.

MEETING OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee shall meet at least once in three months normally or as often as necessary. The quorum for such meeting shall be 5 and 5 days clear notice shall be given.
- b. If any number of Executive Committee fails to attend three consecutive meetings without intimating the Secretary and without sufficient reason for his absence he shall cease to be a member of the committee.
- c. Vacancies occurring in the committee shall be filled from amongst the members of the Association by nomination of the Committee.

21.

ELECTION BYE-LAWS

- a. Nomination of candidates for election of the Executive Committee shall be made in the prescribed form and shall reach the office of the Association, at least 5 clear days before the date of the election
- b. Only members who are not in arrears shall be eligible to be nominees, or proposers or seconders.
- c. Any nomination paper which does not conform to Rules 1 and 2 above, shall be rejected, and the reasons for rejections shall be briefly recorded on paper itself by the Secretary.
- d. The nomination papers received shall be scrutinized by the Secretary and the Treasurer and the final list will be published by putting the list in the notice board in the Secretary's Office, 3 days prior to the election.
- e. Election shall be from among members whose names have been duly nominated, and by ballot on the paper containing the names of the candidates, specially supplied for the purpose of the meeting.

- f. Members who are in arrears of subscription on the date fixed for the General Body Meeting, shall not be entitled to vote at election.
- g. The counting of votes shall be done before the President of the Meeting and the result of the polling shall be duly declared by him at the meeting itself.
- h. In case of equality of votes, election shall be determined by lot.

22. THE EXISTING RULES & REGULATIONS ARE HEREBY REPEALED

Name	Occupation	Address	Signature
Smt. Lisy Jacob IAS, (President)	Dist. Collector	Dist. Collector, Kottayam	S/d
Sri. C. T. John (Secretary)	Business	Akkara Purat, P.B. No. 192, Kottayam-1	“
Prof. Sunny Thomas (Treasurer)	Professor	St. Stephen’s College, Uzhavoor	“

RANGE RULES / SAFETY MEASURES

1. All persons present in the Range are liable to obey 'Range Rules' very strictly.
2. Treat every Gun, as if it is loaded.
3. Check and know your weapon, cartridges, and target while preparing for shooting practice.
4. Before receiving and handling a weapon, keep the bolt always open.
5. For a fun, never aim a gun at any person or target which you do not intend to shoot.
6. Barrel of the gun should be pointing towards the target, once the gun is loaded.
7. Magazine loading is strictly prohibited, and only single cartridge loading is allowed to shoot in the 'Range'. Nobody is allowed to keep a weapon in hand while persons inspecting or fixing targets in the Range.
8. While shooting practice is in progress, do not cross the firing line, and to avoid distraction of concentration of the shooters and instructors, all are requested to keep away from the shooting area and to keep silence.
9. In case of a failure/jam with your weapon, never try yourself to rectify it. Raise your right hand, so that the instructors will attend your case.
10. Clean your weapon before and after use. Return the weapon and empties soon after the firing practice.
11. Never mix alcohol with Gun Powder.

Be strict to follow Government rules regarding shooting. Beware!! The killing range of our imported .22 bullet is more than a kilometer.

Never shoot at a hard surface like metal, rock, glass and wet clay or water surface, as there is a chance for the bullet to ricochet and gain double power, and travel to unknown destination.

In earlier days shooting means hunting animals, birds etc. But the idea is now different. A good shooter does not kill animals or birds for fun or testing your weapon and aim. Merciless and unwanted killing is not a thrill.

Keep your weapon away from reach of kids.

Never leave a loaded gun unattended.

Target shooting at the Club Range really is a sport art & fun.

So come occasionally at the Range for practice. Our club is at Nattakom, behind Polytechnic.

At present, shooting practice at the range is on every 2nd Saturday and last Sunday of every month from 3.30 P.M.

Club rifles are available for practice. .22cartridge are also supplied there for practice.

There are honorary instructors to give you training.

Government encourages Rifle Clubs to train citizens in the art of shooting to become a stand-by as a second line of defence as well as self-defence in times of emergency and war.

So every citizen is expected to know, details of shooting since the modern war is SHOOTING.

Unlike other social clubs Rifle club is quasi government concern with the District Collector as the Ex-officia President and the Superintendent of Police as Ex-officia Vice President

Membership is given only on strict police verification and the membership automatically be cancelled if the member is involved in any criminal activities.