

**INDIAN ASSOCIATION OF TOUR OPERATORS
MEMORANDUM OF ASSOCIATION
(Amended and Approved by the General Body on 24th August 2022)**

1. NAME

The name of the Association shall be "INDIAN ASSOCIATION OF TOUR OPERATORS" hereinafter referred to as Society/ Association / IATO.

II. REGISTERED OFFICE

The Registered office of the Society shall be located in the National Capital Territory of Delhi. At present it is located at "404, Padma Tower-II, 22 Rajendra Place, New Delhi-110 008".

III. AIMS AND OBJECTIVES:

The INDIAN ASSOCIATION OF TOUR OPERATORS has been founded in the general interest to promote international understanding and goodwill to the ultimate advantage of the members. All income of the Association shall be utilized towards the fulfilment of the aims and objectives of IATO.

The aims and objects of the society are as follows:

1. To promote national integration, international welfare and goodwill.
2. To take all steps which may be necessary for promoting, encouraging and assisting in the development of tourism throughout the country and to take initiative to ensure the welfare of the Tourism trade in all respects.
3. To communicate with Chambers of Commerce, other Mercantile and Public Bodies in India, Government Departments or Committees, International Air transport Association and various foreign and local associations, tourism boards and cooperation, companies and concerns and promote measures in the interests of the travel trade and nominate members to act on them.
4. To encourage and promote friendly feeling among the members on all subjects involving their common good and benefit.
5. To try and amicably settle disputes of the members of this Association by referring the disputes for settlement by a sub-committee, to be constituted for such purpose by the Executive Committee.
6. To protect the interest of the members of this Association from the mal-practices of foreign tour operators, industry stake holders and members of IATO.
7. To set up and maintain high ethical standards in the industry.
8. To undertake such welfare activities which might not be possible for the members on individual basis.
9. To get affiliation with associations, tourism boards and organizations in other countries.

10. To Promote equal opportunity for all visitors to enjoy the tourism & travel facilities without distinction of the race, colour, creed or nationality.
11. To organize overseas promotional tours jointly with various airlines and Govt. of India Offices abroad and other similar organizations.
12. To conduct, aiding and assisting seminars group discussions, course of studies, cultural meetings.
13. To institute awards for excellence and Hall of Fame in tourism related activities.
14. To assist students by offering scholarship to pursue higher education, study and research particularly in the field of Development of Tourism and International Brotherhood both in India and outside the country.
15. To institute chairs and fellowships in India.
16. To take initiative and ensure that the problems affecting any of the services relating to the tourism trades are sorted out through the mediation of the Association, failing which joint legal action to be taken for and on behalf of the members of the Association for settling such problems.
17. To produce regular reports about the achievements of the members of the association and to do all such things as all incidental or conducive to the above objectives.
18. To print and publish information material for the benefit of its members.

The names, addresses, occupation and designation of the present members of the Executive Committee to whom the management and affairs of the Association are entrusted as required under section 2 of the Societies Registration Act 1860 (Punjab Amendment Act, 1957) as extended to National Capital Territory of Delhi are as follows:-

S.NO	NAME / ADDRESS	OCCUPATION	DESIGNATION
1.	Mr. Rajiv Mehra Uday Tours & Travel Pvt. Ltd. 10 /2459 , Beadonpura Karol Bagh, New Delhi – 110005	Mercantile Executive	President
2.	Mr. E. M. Najeeb Airtravel Enterprises India Ltd. First Floor, New Corporation Building, Palayam THIRUVANANTHAPURAM – 695033	Mercantile Executive	Senior Vice President
3.	Mr. Ravi Gosain Erco Travels Pvt. Ltd. C-53, 1st Floor, Shashi Garden Near Pocket-5 Gurudwara, Mayur Vihar, Phase-I Delhi - 110 091	Mercantile Executive	Vice President
4.	Mr. Rajnish Kaistha Paradise Holidays (I) Pvt. Ltd. 312-Ansal Classique Tower Rajouri Garden	Mercantile Executive	Hony. Secretary

	New Delhi - 110057		
5.	Mr. Sunil Mishra Cosmos Travels & Tours C-129, Lajpat Nagar-I New Delhi - 110 024	Mercantile Executive	Hony. Treasurer
6.	Mr. Sanjay Razdan Razdan Holidays 308, Magnum House-1, Karampura Commercial Complex, New Delhi - 110 015	Mercantile Executive	Hony. Joint Secretary
7.	Mr. Pronab Sarkar Swagatam Tours Private. Ltd. 301, Keltron Chamber, 18/7, Arya Samaj Road, Karol Bagh New Delhi 110005	Mercantile Executive	Immediate Past President
8.	Mr. Deepak Bhatnagar Aamantaran Travel Company Pvt. Ltd. 327, First Floor, Udyog Vihar Phase-Iv, Gurgaon – 122016	Mercantile Executive	Executive Committee Member
9.	Mr. Harish Mathur Concord Travels & Tours E-38, Hauz Khas, New Delhi - 110016	Mercantile Executive	Executive Committee Member
10.	Dr. Manoj Kumar Matta Oriental Vacations & Journeys Pvt. Ltd. S-9 & 10, 2nd Floor, Manish Royal Plaza-2, Plot No.-20, Sector-10, Dwarka New Delhi -110075	Mercantile Executive	Executive Committee Member
11.	Mr. Pradeep Kumar Marwah Indian Travel Promotion Co. Pvt. Ltd. Global Center, 327 Udyog Vihar, Phase-II Gurgaon - 122 016	Mercantile Executive	Executive Committee Member
12.	Mr. Vishal Yadav Incredible Destination Management Services Pvt. Ltd. 282 First Floor Satya Niketan, New Delhi – 110021	Mercantile Executive	Executive Committee Member
13.	Zia Siddiqui Alliance Hotels & Resorts 109, Tamoor Nagar New Friends Colony New Delhi – 110065	Mercantile Executive	Executive Committee Member
14.	Mr. P. Vijayarathay	Mercantile Executive	Executive Committee Member

Benchmark Hotels Pvt. Ltd
141, Ground Floor, Sant Nagar
East Of Kailash
New Delhi-110 065

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| 15. | Mr. Ashok B. Dhoot
Harsh Travels
403, Aryan Work Space,
Opp. Zodiac Plaza St. Xaviers College Corner,
Navrangpura
Ahmedabad – 380009, Gujarat | Mercantile Executive | Executive Committee Member |
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We, the several persons, whose names and addresses are given below having associated ourselves for the object and purpose described in the Memorandum of Association and set our hands hereunto and form ourselves into a Society under Act XXI of 1860 (Punjab Amendment Act 1957) as extended to the National Capital Territory of Delhi, in pursuance of this memorandum of Association.

S.NO	NAME / ADDRESS	OCCUPATION	SIGNATURE
1.	Mr. Ram Kohli Creative Travel Pvt.Ltd. 17-F, Basant Lok, Vasant Vihar New Delhi-110057	Mercantile Executive	Sd/-
2.	Mr. Pawan Khanna Rainbow Travel (India) Pvt.Ltd. Room No.3, Hotel Janpath New Delhi – 110001	Mercantile Executive	Sd/-
3.	Mr. O. Karnik Business & Tourist Service 212, Surya Kiran Building Kasturba Gandhi Marg New Delhi – 110001	Mercantile Executive	Sd/-
4.	Mr. Sunil Poddar Distinctive Travel Private Limited 202, Sahyog Building 58, Nehru Place New Delhi – 110019	Mercantile Executive	Sd/-
5.	Mr. Narinder Sibal UNI Express Pvt.Ltd. 106, Rohit House 3 Tolstoy Marg New Delhi-110001	Mercantile Executive	Sd/-
6.	Mr. Avinash Kohli Amber tours (P) Ltd. Flat 2, Dwarka Sadan C-42, Connaught Place New Delhi – 110001	Mercantile Executive	Sd/-
7.	Mr. D.R. Talwar	Mercantile Executive	Sd/-

Indiana Travels (P) Ltd.
124, Yashwant Place
Chanakyapuri
New Delhi - 110021

I hereby witness the signature of the above persons from S. No. 1 to S.No.7.

Sd/- (V.K. Malhotra)
S/o V.P. Malhotra
B.R. Kapoor & Co.
Chartered Accountants
6, Tilak Marg
New Delhi

INDIAN ASSOCIATION OF TOUR OPERATORS
RULES AND REGULATIONS
(Amended and Approved by the General Body on 24th August 2022)

1. NAME

The name of the Association shall be Indian Association of Tour Operators hereinafter referred to as Society/ Association/ IATO.

2. INTERPRETATION

In these Rules and regulations unless thereby anything in the context repugnant thereto or inconsistent therewith:

(a) IATO shall mean the "INDIAN ASSOCIATION OF TOUR OPERATORS"

(b) Association shall mean the "INDIAN ASSOCIATION OF TOUR OPERATORS"

(c) Executive Committee shall mean the members of the Executive Committee of IATO constituted as provided by these rules.

(d) Words imparting the singular number shall be deemed to include the plural and words imparting the masculine gender shall be deemed to include the feminine gender and vice versa.

3. MEMBERSHIP

(a) The membership of the association shall be open to organizations of good professional reputation and standing, who have been associated with tourism and / or travel industry for at least one year.

(b) All applications for membership must be made as per prescribed form, to be proposed by one active member and seconded by any other member of the Association. Both the proposer and seconder members' organization shall not be members of the Executive Committee. In case the application is proposed by the Regional /State Chapter Chairman, there is no requirement of the recommendation of the active member. Membership subscription of both proposer and seconder must have been paid till 31st March for the previous financial year.

(c) The applications for membership shall be considered by the Executive Committee in a duly convened meeting and approved by a majority of two third of the members present.

(d) Representation of company in IATO:- Each company can nominate maximum 3 persons i.e. MD/Full time Director/Owner/Partner/Senior Official of the company (General Manager and above), who would be the authorized representatives of the company for all activities of IATO. They would also be entitled to vote in the elections on behalf of the company. However, the representation would be done by only one person at a given time in any of the meetings, events. Only one person can vote in the elections. In case of any paid employee is nominated as representative of the company in IATO, he should be on regular pay roll of the company. Any person being nominated as representative must have completed minimum one year in the company except in case of a new company or in case of change of ownership. However, representation of any person can be revoked by the company and other person can be nominated subject to eligibility as above.

(e) In case of any court case or any dispute, involving the members of the executive committee or IATO, legal advice may be taken by the EC. Legal expenses on this account would be borne by the association.

4. CATEGORIES OF THE MEMBERSHIP

The membership of the association shall be composed of:

a) Active Members (b) Associate Members (c) Allied Members (d) Overseas Allied Members (e) Affiliate Members (f) Provisional Members (g) Honorary Members

The Executive Committee may at any time create different classes of members and would provide for entrance fees and subscriptions and define their respective rights and privileges. The Executive Committee shall have power to dispense with the payment of the entrance fee/membership fee. The decision of the Executive committee will be final in all cases.

(A) Active Members:- A firm or company having an established place of business in India and recognized by the Ministry of Tourism, Govt. of India as Tour Operator including Adventure Tour operator / Travel Agent and its major substantial part of activity of promotion of tourism and foreign exchange earnings in a year is minimum Rs. 25,00,000 (Rupees Twenty Five Lakh only), shall be eligible for membership as an active member of the Association provided an application is made and accepted by the Executive Committee. However, requirement of foreign exchange earnings for the applicant from North East and Andaman & Nicobar Islands will be minimum Rs. 5,00,000 (Rupees Five Lakh only). Only one office of a firm or company shall be admitted as an active member of the Association.

EC is empowered to review/reduce the requirement of foreign exchange earnings to increase membership in specific region/state and the decision would be taken by the EC in a duly convened meeting from time to time.

An Active member must have a valid recognition from the Ministry of Tourism, Govt. of India at all times. If the recognition has lapsed, the members would have 3 months to renew the recognition failing which its Active membership status would automatically be changed to Allied status without any further notice. If on a subsequent date the member obtains the Ministry of Tourism recognition, it may apply to have its membership status restored to Active member after submitting all document of their approval as proof.

The Executive Committee is empowered to ask members to re-submit the documents for active member eligibility criteria, to remain as an active member of the association, as and when sought by the Executive Committee. In case any such member does not provide the documents within stipulated time, membership of such member will be changed to Allied Category automatically.

- (b) **Allied Members:** Any firm or company, which is regularly engaged or associated with tourism and travel industry such as carrier companies, hoteliers, restaurants, excursion agents, transport contractors, forwarding and clearing agents, shipping companies, state tourism corporations / organizations, hotel marketing representatives/ agencies, trade publications / educational institutions/ company /corporation / organization in operation for a minimum period of one year and having minimum turnover of Rs. 10 lakh per annum and Rs. 5 lakh per annum for applicants from North East Region and Andaman & Nicobar Island. In case of Green Shoot/Start ups approved by MoT, they can apply for allied membership soon after MoT recognition is granted. This will be valid for initial period of 3 years. The allied members shall have the right to participate in the activities of the association except to vote. They shall have no right to vote in the proceedings of the association/IATO Elections.
- (c) **Associate Members:** Any other office including overseas offices of an active or allied member shall be eligible for associate membership of the association. They shall have no right to vote in the proceedings of the association.
- (d) **Overseas Allied Members:** Any international firm or company or tourism body, which is engaged or associated with tourism and travel industry for at least one year with minimum turn over equivalent to Rs. 10 lakh per annum shall be eligible for membership as overseas allied member of the association. These members shall have the right to participate in the activities of the association except right to vote. They shall have no right to vote in the proceedings of the association/IATO Elections.
- (e) **Affiliate Members:-** Any company/firm providing services other than mentioned in Allied Category may apply to be an Affiliate member. They shall have no right to vote in the proceedings of the association/IATO Elections.
- (f) **Provisional Members:** Any person who has at least 20 years' of experience, working in any IATO approved company, and opens up his own company would be eligible to

be a Provisional Member. It would be valid for one year only. Such members shall have to apply for regular membership as per eligibility. They would have no right to vote in the proceedings of the association/IATO Elections.

(g) **Honorary Members:** The Executive Committee may invite persons, who are Hall of Fame Awardees and distinguished members of the society and / or who have distinguished themselves by their services to the tourism and Travel Industry in the National or International field, to become Honorary Members of the Association. Such members will be invited to the association by the unanimous vote of all the members of the Executive Committee. They shall have no right to vote in the proceedings of the association/IATO Elections.

(h) EC is empowered to review/reduce the requirement of having minimum turnover to increase membership in specific region/state and such a decision would be taken by the EC in a duly convened meeting.

5. MEMBERSHIP FEE

	Admission fee	Annual Subscription
(a) Active Members:	10000.00	6500.00
(b) Allied Members:	10000.00	6000.00
(c) Associate Members:	10000.00	5500.00
(d) Overseas Allied	10000.00	6000.00
(e) Affiliate Members	10000.00	6000.00
(f) Provisional Membership	10000.00	6000.00
(g) Honorary Members	No Fee	No Fee

Taxes shall be additional, as applicable.

EC is empowered to decide and review/ increase the membership fee from time to time.

6. TERMINATION OF MEMBERSHIP

(a) A member may resign from membership of IATO and upon acceptance of its resignation by the Executive Committee, it shall cease to be a member.

(b) The annual subscription of member shall become due on 1st April of each year. If the subscription is not paid within 60 days from the due date, the member shall deem to be a defaulter. If any member fails to pay its subscription beyond the period of 60 days from 1st April of each year, the Hony. Secretary shall issue a notice calling for payment through certified post/email of such dues within 30 days and if the payment is not made within the said 30 days from the date of receipts of the notice, the member shall cease to be a member of the Association. If desired, the said member can request to re-instate its membership after clearing all the dues.

(c) A member who causes damage or prejudice to the Association or who does not comply with the rules and regulations of the Association or misbehaves with fellow members in public (including on Social Media), or cheats any member or any other such act, the EC is empowered to suo-moto take notice of such act and issue a show-cause notice and grant such erring member 10 days' time to submit reply. After receiving the reply, the EC shall convene a 3 member independent Committee who would consider the reply and also grant an opportunity of hearing to the member. The Committee would then submit their findings in writing to the EC. The EC shall then take into consideration of the Committee and take a decision accordingly with regard to the membership. The decision shall be communicated to the erring member in writing.

If a member has to be expelled from membership, the same shall be done by a resolution of the Executive Committee to be Passed at a duly convened meeting and supported by at least $\frac{3}{4}$ of elected members present. The voting on the resolution shall be by Secret Ballot. The President shall have a casting vote.

(d) If any complaint is received from a member against another member for not following the business ethics and for defaulting in making payments for the services availed/sought from the fellow members, the EC shall issue a show cause notice to such defaulting member and grant such defaulting member 10 days' time to submit reply. After receiving the reply, the EC shall convene a 3 members independent Committee who would consider the reply and also grant an opportunity of hearing to the member. The Committee would then submit their findings in writing to the EC. The EC shall then take into consideration of the Committee and take a decision accordingly with regard to the membership. The decision shall be communicated to the erring member in writing. If a member has to be expelled from membership, the same shall be expelled from membership of the Association by a resolution of the Executive Committee to be Passed at a duly convened meeting and supported by at least $\frac{3}{4}$ of elected members present. The voting on the resolution shall be by Secret Ballot. The President shall have a casting vote.

(e) A Member or the EC Member of the Association may be issued a show-cause notice and may subsequently be expelled/ suspended on account of disciplinary action taken by the Association on following acts of a Member that shall be construed as 'Misconduct':

(i) Conviction of the Member or EC official by the Court for criminal and/ or economic offence.

(ii) Any act of the Member or EC official against the interests of the Association or Travel and Tourism industry.

(iii) Writing, posting, forwarding any post that defame, malign, damage the image of the Association/ its Executive Committee, on any social, print media including Facebook, twitter, LinkedIn, WhatsApp, Instagram etc.

(iv) Writing any circular, article, comment through letter/ email/ circular to the Members/s or EC officials of the Association, that contain derogatory, abusive, insulting and defamatory language about the Association, its Executive Committee or the members.

(v) Noncompliance of any of the directions of the Executive Committee duly approved in the General House.

(vi) Unruly behavior or activity of the Member or EC official during any meeting/ conference/ conclave/ FAM / event/convention etc. of the Association resulting in disruption of the meeting/ conference/ event or bringing disrepute or damage to the name and cause of the Association.

(vii) A Member being declared Proclaimed Offender or Undischarged insolvent or bankrupt by court.

(viii) Any other act of the Member or EC official that may cause financial loss/ disrepute/ administrative difficulties in carrying out aims and objects of the Association.

(ix) Any act of the member or EC official disregarding/ violating the terms and conditions/procedures/Rules and Regulations contained in MOA and Bye laws of the Association.

(f) Procedure for dealing discipline related issues:-

(i) Any Member of the Executive Committee can bring into the knowledge of the President/ Hony. Secretary about the alleged misconduct committed by a Member or EC official by submitting a written complaint.

(ii) After receipt of the complaint, the complaint shall be sent to the opposite side and grant them 10 days' time to submit their reply. Upon receipt of the Reply, the EC shall convene a 3 members' independent Committee who would consider the reply and also grant an opportunity of hearing to the member. The Committee would then submit their findings in writing to the EC. The EC shall then take into consideration of the Committee and take a decision accordingly with regard to the membership. The decision shall be communicated to the erring member in writing.

(iii) After the enquiry is concluded, the Enquiry Report will be submitted to the Executive Committee for consideration The Executive Committee is empowered to suspend or expel the member by a resolution passed at a duly convened EC meeting with at least 3/4th elected members present. The voting shall be by secret ballot. The President shall have a casting vote.

7. RE-ADMISSION

Upon full payment of the dues of a member of the association whose membership was terminated, the Executive Committee shall have the discretion to restore the membership / re-admit the member, on conditions as the Executive Committee may deem and proper.

8. RIGHTS OF MEMBERS

Members whose subscriptions have been fully paid shall have the following rights:-

- (a) To receive notices of all meetings of the Association and attend the same.
- (b) The right to vote at the Annual General Meeting/Extra-Ordinary General Meeting/ Elections of the Association will rest with the active members only and each company / proprietor / firm shall have one vote. The right to vote by proxy / postal ballot through authorized representative of its office with written authority letter can be exercised provided prior information is given to the Hony. Secretary at least 48 hours prior to the date of AGM/EGM. Proxy Voting and Ballot Voting for elections shall be governed by the election process manual.
- (c) The member who has defaulted in the payment of his subscription, shall not be entitled to the rights stipulated in clauses (a) & (b) above and is not eligible to vote in AGM/EGM or election.

9. REGISTER OF MEMBERS

I. The Secretary of the Association shall keep a register of all members of IATO in which the following particulars shall be entered in separate columns:

- (a) Name of the Member
- (b) Address and contact number of the Member
- (c) Date when the member became a member of the Association
- (d) If and when the member ceases to be a member, dates of such occasions:
- (e) Email id and mobile no. of the representatives

II. The register of members shall remain frozen i.e. no. person shall be enrolled as new member(s) of the Association during the period beginning with the announcement of elections and ending with the holding of elections.

10 EXECUTIVE COMMITTEE

The Executive Committee shall comprise of members of the Association constituted as provided by these rules. The executive committee be entrusted with the Management of the affairs of the Association. The minimum members of the Executive Committee shall be 15 and maximum shall be 17 and would consist of the following:-

- (a) Seven office bearers from amongst the active members namely:
President
Senior Vice President
Vice President
Hony. Secretary
Hony. Joint. Secretary
Hony. Treasurer
Immediate Past President
- (b) Five Active members to be elected as the Executive Committee members by the Active members of the Association.
- (c) Three Allied members, to be elected as the Executive Committee members of the association by the Active members, from amongst the various categories of Allied members of the Association.
- (d) Maximum TWO persons from the travel, hospitality, aviation and tourism related services can be Nominated as Co-opted EC members with a unanimous decision. However, they will not have the right to vote in EC meetings and any other proceedings of the association including AGM. The decision to induct these members lies with the EC.

11. ELECTION

- (a) The election of the Executive Committee of the association shall take place every alternate year.
- (b) The Executive Committee shall announce the election, holding of elections of office bearers and members of the Executive Committee at least 45 days prior to the date to be fixed for the elections by the Executive Committee. The Executive Committee shall also announce the dates for filing of nominations and withdrawals of nominations, which shall be within 10 days and 15 days respectively from the date of announcement of holding of elections, thereby leaving at least 30 days for the Returning Officer to complete the election process by conducting and holding the same.
- (c) A person, who has been a member of the Association for a minimum period of two years shall be eligible to offer himself / herself for the election to the Executive Committee.
- (d) The office bearers of the Executive Committee shall be eligible for election to the same post for two consecutive terms only. However, the outgoing office bearers of the Executive Committee are entitled to contest for a different post (i.e. for a post other than the one that was being held) at the elections but for the same post they can contest only after a break of one term. For the post of Executive Committee members (Active and Allied), a person can contest for the same post for maximum three terms only, and there

should be a gap of at least one term for contesting for the post of EC members again. However, Active EC members can contest for the post of office bearers without any break.

(e) Any member contesting for the election is eligible to contest for one post only. In case more than one nomination is filed by any of the members, same shall be withdrawn before the last date of withdrawal and such contestants shall keep only one nomination, failing which his/her candidature for election for all the posts shall be considered as null and void and he/she shall be disqualified to contest for the said elections.

(f) For contesting for the post of any office bearer, a person should have served in IATO as Executive Committee member for minimum one term.

(g) The Election shall be conducted by the returning Officer, who, shall be appointed / nominated by the outgoing Executive Committee simultaneously with the announcement of the elections. The Returning Officer upon being appointed / nominated by the Executive Committee shall begin the conduct and holding of elections by notifying the Active members about the same.

(h) The election of the Committee / Office Bearers shall be strictly by secret ballot including postal ballot and proxy. The Returning Officer shall ensure that postal ballots to be available only for outstation members. The proxy can be given only by Delhi and NCR members to a person from the same company/organization. Proof of employment of proxy holders on the organization letter head duly signed by the authorized representative as per IATO record is required. As outstation members have the facility to send their ballot by post/courier or cast vote in person provided they hand over the postal ballot received by them, proxy from outstation members would not be accepted. The Returning Officer shall also ensure that members availing the facility of proxy shall send their letters authorizing their proxy to vote on their behalf in sealed covers / envelopes to be received in IATO Office through courier / speed post/Registered Post AD, a minimum of three (3) days before the date of election. The Executive Committee with the requisite quorum and the Returning Officer shall open the sealed proxy and after proper identification / verification declare the same valid at least 24 hours prior to the election date and time. Any Outstation member who wants to cast his/her vote in person, must inform the Returning officer in writing at least 48 hours in advance and must carry the postal ballot sent to him/her. The Elections can also be held through online depending upon the situation for which EC shall be empowered to decide.

(i) Any person who wish to contest for the post of Office Bearer/EC member should be the authorized representative of the company and should be representing his company in IATO for a minimum period of one year from the date of announcement of elections.

(j) Member contesting the election should ensure that his /her membership subscription is paid up-to-date and also the membership subscription of both proposer and seconder are also paid up-to-date.

(k) Once the elections are announced and Returning Officer has been nominated, under no circumstances, any circulars or notices to the members shall be issued by any of the Office Bearers/Executive Committee Members. All such circulars shall be issued only by the Executive Director/Chief Operating Officer/General Manager of IATO with prior approval from the Returning Officer. However, all circular related to elections will go under the signature of Returning Officer.

(l) Any query from any of the members or contestants will be answered by the Returning Officer or by the IATO Secretariat under his directives.

(m) No directives would be given by the Existing Office Bearers/Executive Committee Members to the IATO Secretariat with regard to election work and it shall be the sole responsibility of the Returning Officer.

(n) In case of equal number of votes for the post of any office bearer, the fresh elections will be held within 60 days from the date of previous elections. However, in such case, only the candidates getting tie situation shall only be eligible to contest again. In case any such candidate wants to withdraw from the election, could do so within 72 hours of the result being declared in writing to the Returning Officer. If after the re-elections, still number of votes are equal, then it will be decided by draw of lot immediately after the result is declared by the Returning Officer.

(o) In case of equal number of votes for the post of Executive Committee Members, it will be decided by a draw of lot only for the remaining seats of Executive Committee members amongst the contestants who face a tie situation, immediately after the result is declared by the Returning Officer.

(p) A hand book of procedure to be made for guidance to the Returning office to ensure smooth elections and transparency.

(q) As membership is granted to the company, there cannot be two posts held by any company and as such only one representative per company can contest for the elections. This also applies for the post of President and Immediate Past President, they cannot be from the same company. No other representative from a company of the Immediate Past President can contest for elections.

12. THE TERMS OF OFFICE

In case of any office Bearers or Executive Committee member, who without leave of absence being granted, does not attend three consecutive Executive Committee meetings or any other reasons, following rules will apply:

12.1 Any member of the Executive Committee including its office bearers, who without leave of absence being granted, does not attend three consecutive committee meetings, is considered to have resigned.

12.2(a) In a situation where the President resigns or the office of the President otherwise falls vacant, the Sr. Vice President shall take over and officiate till the next AGM, when elections can be/are conducted.

12.2(b) In a situation where the Sr. Vice-President resigns or the office of the Sr. Vice President falls vacant, the Vice President shall take over and officiate till the next AGM, when election can be/are conducted.

12.2(c) In a situation where the Vice-President resigns or the office of the Vice President otherwise falls vacant, the Sr. Vice President shall take over and officiate till the next AGM, when election can be/are conducted.

12.2(d) In situation where the Secretary resigns or the office of the Secretary otherwise falls vacant, the Joint Secretary shall take over and officiate till the next AGM, when elections can be/are conducted.

12.2(c) In a situation where the Joint Secretary resigns or the office of the Joint Secretary otherwise falls vacant, the secretary shall take over and officiate till AGM, when elections can be/are conducted.

12.2(f) In a situation where the Treasurer resigns or the office of the Treasurer otherwise falls vacant, the Vice President shall take over and officiate till the next AGM, when elections can be/are conducted.

12.3 If along with the President, the Sr. Vice President or the Secretary resign, or the said posts otherwise fall vacant, an EGM shall be called for electing the office bearers to the said posts having fallen vacant within 30 days from the date of resignation of the second office bearer.

12.4 If an Executive Committee member resigns or the post otherwise falls vacant, the other members including the office bearers of the Executive Committee may co-opt, by 3/4th majority of the Executive Committee, any member amongst the Active or Allied Members of the Association as the case may be, to fill in the vacancy having so arisen.

12.5(a) In a situation where every member including the office bearers of the Executive Committee simultaneously resign, the executive Committee members while resigning will call an EGM to consider the resignations of the executive committee members, which if accepted, the EGM will constitute an ad-hoc Executive Committee.

12.5(b) The ad-hoc Executive Committee upon being constituted will conduct fresh elections to all the posts of the executive Committee within a period of 60 days from the

date of which it is constituted. The ad-hoc Executive Committee at the EGM shall not take any policy decision but carry on only day to day affairs of the association.

12.5(c) During the period following the resignation of the Executive Committee and constitution of the Ad-hoc Executive Committee at the EGM to be called for the said purpose, the President shall look after and conduct the day to day affairs of the Association and shall not take any policy decision in respect of the affairs of the Association.

12.5(d) In a situation where every member including the office bearers of the Executive Committee simultaneously resign and the Executive Committee members while resigning fail to call an EGM as specified in clauses 12.5(a) above, a quorum of 15% of the members of the association may requisition an EGM by appointing a chairperson.

12.5(e) The Executive Committee elected at the election to be conducted by the adhoc Executive Committee in terms of clauses 12.5(b) above, shall hold the full term of office, i.e. the subsequent election of the Executive Committee shall take place in terms of clause 11(a).

12.6 If at any point, any EC member defaults on the rules of their membership category, he/she shall cease to be a member of the Executive Committee. This includes default in membership fee and Ministry of Tourism recognition. EC members who applies for renewal as per MoT guidelines, and approval remains pending at MoT's end or cannot be applied due to technical issues on MoT Website , will be exempted from this default.

13. POWERS OF THE EXECUTIVE COMMITTEE

The executive Committee shall be entrusted with the management of the affairs of the Association.

(a) At any meeting of the Executive Committee, 50% of the elected executive Committee present in person/ virtually shall constitute of a quorum.

(b) The decision of the elected committee shall be taken in the form of a resolution passed by a majority of the members present physically/virtually. In case of an equality of votes on any resolution, the President shall have a casting or second vote.

(c) 1/3rd of the members of the Executive Committee present physically at the meeting may demand a secret ballot.

(d) To Form sub committees and appoint Chairmen and members of the respective Sub-committees

(e) To consider the application of defaulter member of the Association for re-admission as member of the Association.

(f) To rationalize and /or vary and /or increase from time to time the membership fees of the various categories of members of the Association.

(g) To consider the application of prospective/new members.

(h) To decide upon the membership of the member who may have violated the rules and regulations of this association and /or directive of the Executive Committee of the Association

(i) To suspend or terminate the membership of a member, with resolution passed by $\frac{3}{4}$ majority of the elected EC members present.

(j) The Executive Committee shall create regions and appoint Regional/ State Chairman, who will be chosen by 3/4th majority of the Executive Committee.

(k) In any state, if there are minimum 150 members, out of which at least 50 are active members, State Chapter in consultation with Regional chapter can nominate one member to be inducted in the Executive Committee as co-opted member provided there is/are no elected member from that state. The term of such co-opted member would be of two years from the date of appointment. If during this period of two years, the strength of the membership is reduced from the above prescribed criteria, the post of such co-opted EC members will cease to be withdrawn after completion of two year's term. Such coopted EC member would not be appointed for more than 3 consecutive terms. However, after a gap of one term, such person can be nominated again. Such Local Chapter would be given a grant of 10% of the total collection from that state through the membership subscription in a financial year to a maximum ceiling of Rs. 2 lakh. The funds would be kept in a bank account and the said bank account shall be operated under joint signature of the chapter chairman and the regional chapter chairman if they are in the same city. If not, the Regional chapter chairman in consultation with the State chapter chairman shall appoint a Hony. Treasurer who will be the second authorized signatory. All details of expenses with supporting in original to be sent to the Hony. Treasurer in HQ on monthly basis preferably by 10th of every month. Co-opted members will not be reimbursed for attending any meeting. Also they will not have any voting right. Voting right will rest with only the elected members.

(l) If in any state there are minimum 150 members and out of which minimum 75 are active members, elections shall be held in that state to elect the State Chapter Chairman, otherwise EC shall nominate the same. The tenure of State Chapter Chairman would be for a period of two years. This criteria shall not apply if the membership is reduced from the above requirement. However, State Chapter Chairman would complete their two year's term. Voting rights shall remain with active members only.

(m) Similarly, for Regional Chapter Chairman, if all states under that region are conducting the elections for state Chapter Chairman as per above criteria in para 13 (l),

then election for Regional Chapter Chairman shall also be held, otherwise Regional Chapter Chairman shall be nominated by the EC. The tenure of Regional Chapter Chairman shall be for a period of two years. The criteria as specified in Para 13 (l) shall not apply if membership is reduced from the above said requirement. However, Regional Chapter Chairman shall complete his/her two year's term. Voting rights shall remain with active members only.

(n) However, no Office Bearers/Executive Committee Member shall be appointed as the Regional/State Chapter Chairman.

(o) The Executive Committee shall have the power to appoint the Editor of the various publications of the Association.

(p) The Executive Committee shall announce the holding of elections of office bearers and members of the executive Committee at least 45 days prior to the date to be fixed for the elections by the Executive Committee. The Executive Committee shall also announce the dates for filling of nominations and withdrawal of nominations, which shall be within 10 days and 15 days respectively from the date of announcement of holding of elections, thereby giving at least 30 days for the Returning Officer to complete the election process by conducting and holding the same.

(q) Simultaneously with the announcement for the holding of elections, the executive Committee shall nominate/ appoint a Returning Officer for the conduct and holding of the elections and also prepare and release the final list of active member (as on the date of announcement of elections) which shall also be circulated by the Secretary amongst the active members of the Association.

(r) The Executive Committee shall be empowered to approach state governments for finalization of the Annual Convention for next two years to finalize venue and negotiate financial commitments by the host state, the commitments made by the outgoing Executive shall be binding on the incoming Executive Committee.

14. SOURCES OF INCOME AND ITS UTILISATION OF FUNDS:

(a) The committee shall have full control over the funds of the Association and may exercise all such powers and do all such acts and things as may be exercised or done by the Association and in particular may from time to time raise or borrow or secure the repayment of any sums of money in all respects as they deem fit.

(b) The Committee shall have power to invest and deal with any of the monies of the Association, not immediately required for the purposes thereof, in such manner and in such assets, properties, securities, share deposits or in investments of any kind whatsoever including immovable property of any tenure or otherwise as they may determine from time to time as per the Income Tax Act and Rules framed thereunder and

from time to time to sell, vary or realize all or any of such assets, properties, securities, shares, deposits and investments in the interest of the association.

(c) All expenditure shall be sanctioned by the Executive Committee.

15. POWERS / RESPONSIBILITIES OF THE PRESIDENT:

(a) To attend and represent the association at various forums, occasions, seminars, conferences, etc. individually or advisably with any of the office bearers. This power, in the absence of the President shall devolve upon the Senior Vice-President, and in the absence of both the President and the Sr. Vice-President it shall devolve upon the Vice-President.

(b) The President shall have the power to carry out the day to day office administration of the Association.

(c) With regard to the financial and /or other matters of policy in connection with the affairs of the association, the President shall be empowered in this respect only with the consent of the office bearers of the Association and / or the Executive Committee. However, the President shall have power to make expenses of upto. Rs. 50000/- per cause for any expense required for the association work and subsequently update the EC in the next EC meeting.

(d) To function as the Bursar and accordingly sign cheques with either the Sr. Vice-President. Vice – President, Gen. Secretary and / or the Treasurer.

16. RESPONSIBILITIES OF THE SENIOR VICE PRESIDENT

(a) In the absence of the President, the Senior Vice-President shall have the power to exercise all the rights of the President including looking after the general administration of the office of the association, supervision of the functioning of the various Sub-Committees as well as act as one of the authorized signatories for operation of the bank account (s) of the Association.

(b) The Senior Vice-President shall have the power to supervise the functioning of the Regional / State Committees and the Chairman of the Regional / State Committees shall report to the Senior Vice-President.

(c) The Senior Vice-President shall have the power to supervise the functioning of the sub-committees and the Chairman of the Sub-Committees shall report to the Sr. Vice-President.

17. RESPONSIBILITIES OF THE VICE – PRESIDENT

- (a) The Vice-President shall generally look after the general development of the Association including the development of various categories of membership of the association as well as act as one of the authorized signatories for operation of the Bank account of the Association.
- (b) The Vice-President shall have the power to conduct and supervise conventions, seminars, overseas promotional activities etc.
- (c) To function as the Bursar and accordingly sign cheques jointly with either the Secretary or Treasurer.

18. RESPONSIBILITIES OF THE HONY. SECRETARY

- (a) The Hony. Secretary shall use his discretion and to take any steps under conditions of emergency, but provided that all such steps taken by him are within the frame work of these rules and shall be subject to the confirmation of the Executive Committee.
- (b) The Hony. Secretary shall be responsible to disseminate and circulate to the Executive Committee members the minutes of the proceedings of all meetings attended by the President and of all other office bearers / representatives.
- (c) Preparing the Agenda of all meetings in consultations with the President.
- (d) Producing an Annual Report on the activities of the Association which shall be considered by the committees and submitted to the Annual General Meetings.
- (e) To sign cheques jointly with either the Senior Vice-President, Vice-President or the Treasurer.
- (f) Maintaining a Membership Register of Members.
- (g) Preparing the Minutes of the Committee Meeting and / or the Annual General Meeting.
- (h) Preparing and dispatching notices of the Meetings.
- (i) Maintaining the attendance register of members of meetings.
- (j) Receiving, preparing and dispatching all correspondence.
- (k) Presenting applications from candidates for membership

(l) Hony. Secretary shall have power to make expenses of upto. Rs. 25000 /- per cause for any expense required for the association work and subsequently update the EC in the next EC meeting.

19. RESPONSIBILITIES OF HONY. JOINT SECRETARY

The Hony. Joint Secretary shall work in consultation with the Secretary and assist him with regards to the following:

- (a) Maintaining a Membership Register of Members.
- (b) Preparing the minutes of Committee Meeting and / or the Annual General Meeting.
- (c) Preparing and dispatching notices of the meetings.
- (d) Maintaining the attendance register of members of meetings.
- (e) Receiving, preparing and dispatching all correspondence.
- (f) Presenting applications from candidates for membership.

20. DUTIES OF THE HONY TREASURER:

The Hony. Treasurer is empowered to receive or pay on behalf of the Association all income arising from:

- (a) Admission fee as approved by the Executive Committee.
- (b) Budgeting & Providing revenue from organized events.
- (c) Revenue from organized events.
- (d) Donations etc. approved by the Executive Committee.
- (e) To sign cheques jointly with either the Senior Vice-President, Vice-President or the Secretary.
- (f) The Hony. Treasurer shall maintain the accounts of Association and place it before the Executive Committee. He shall receive and deposit all the funds of the association, with a bank, in accordance with the rule. He shall present an annual report and Audited Balance Sheet to the Committee latest by 30th September, which shall consider it and submit it to the Annual General Meeting. All payments on account of association shall be subject to the approval of the Executive Committee.

21. RESPONSIBILITIES OF CHAIRMAN OF THE REGIONAL / STATE COMMITTEES:

(a) The Regional /State Chairman (appointed by the Executive Committee) of the respective Regional / State Committee will have the right to form the regional / State Committee of his region comprising of a minimum of 5 members and a maximum of 10 members.

(b) The Regional/State Chairman of the respective Regional / State Committee shall conduct meetings of the Committee of his region, hold discussions on the subject matter of the Committee, prepare reports in respect thereof and submit the same to the Executive Committee through the Senior Vice-President, the reports of the regional/State Committees shall have only persuasive and recommendatory value. The Executive Committee shall not be bound to accept and/or implement the reports submitted by the regional/State Committees but shall be guided by the same.

22. BANK ACCOUNT

A Bank account for the Association be opened with any scheduled bank and that such account be operated upon by any two of the following persons (Jointly) and that the bank be and is hereby authorized to meet cheques by any two of them (Jointly) and to negotiable any bills of exchange and promissory notes made drawn or accepted or endorsed by any two of them (jointly)

The President
The Senior Vice President
The Vice President
The Hoy, Secretary
The Hony. Treasurer

23. FINANCIAL YEAR:

The Financial year of the Association shall be from 1st April to 31st March every year.

24. AUDITORS

An Auditor or Auditors shall be appointed by the members at every Annual General Meeting. The Auditor or Auditors shall hold office till the following Annual General Meeting. Retiring Auditor or Auditors shall be eligible for re-appointment. The Auditors shall be responsible for inspection of accounts and verifications of the state of funds of the Association and shall present to the members a report on the state of account of the Association.

25. POWER AND DUTIES OF THE GENERAL BODY :

(Meetings of the Association)

The General Body shall constitute of all members of IATO as provided by these:

26. ANNUAL GENERAL MEETING:

1. Within six months of the closing of the account each and every year there shall be held a General Meeting which shall be called Annual General Meeting to transact the following business.

(a) To receive, consider and pass the accounts of the Association and the report of the executive Committee and Auditors Report thereof which shall be submitted to the meeting.

(b) To review the work of and discuss the policy of the Association.

(c) To appoint an Auditor for the ensuing year.

(d) To transact any other business or matters which members of the Association may wish to place before the General Meeting. The exact date shall be fixed by the Committee and the Secretary shall advise the members by notice at least twenty-one days before hand.

(e) To consider, if necessary, the cases of expulsion of members whose membership may have been suspended/terminated by the Executive Committee

2. The General Body shall be the Supreme Authority to deliberate upon and decide about all matters relating to the Association. The General Body shall have the powers to change, repeal, add to and /or amend the Aims and Objectives and / or the rules & Regulations of the Association as provided hereunder and further to override any decision and / or action that may have been taken by the Executive Committee. All decisions shall be taken by a majority of the Active members present physically and voting, in case the votes are equally divided, the President will have a casting vote. Active members whose annual subscription is paid up-to-date will be eligible to vote. Allied Members will have no voting rights at any IATO meeting.

27. QUORUM FOR THE GENERAL BODY MEETING:

The quorum for the Annual General Meeting shall be one third of the active members. If an Annual General Meeting cannot proceed with the business due to lack of quorum, it shall automatically be postponed to reconvene within 30 minutes of the adjournment and at the adjourned Annual General Meeting, the members present shall form the quorum.

28. EXTRA ORDINARY GENERAL MEETING

(a) An Extra-Ordinary General Meeting may be called by the Hony. Secretary either on request in written by a two third majority of the members of the Executive Committee

or on request by one third of the total active members of the Association. All resolutions at the Extra-ordinary General meeting shall be passed by a majority of the Active members present. The Hon. Secretary shall inform in writing to the members about the date of the Extra-ordinary General Meeting at least twenty-one days in advance and shall state in the notice the details of the matters for discussion at the meeting.

All decisions shall be taken by a majority of the Active members present physically. In the event of votes being equally divided, the President shall have a casting vote. Only Active members whose annual subscription is paid up- to -date shall be eligible to vote. Allied Members shall have no voting rights at any IATO meeting.

(b) The quorum of an Extra-Ordinary General Meeting shall be one third of the total number of active members of the Association. If an Extra-ordinary General Meeting cannot proceed with the business due to lack of quorum, it shall automatically be postponed to reconvene after 30 minutes of the adjournment and at the adjourned Extra-ordinary General Meeting, the members present shall form the quorum.

(c) An Extra – ordinary General Meeting being a meeting of the General Body of the Association shall also be considered as a General Body Meeting and consequently the Supreme Authority to deliberate upon and decide about all matters relating to the Association. Accordingly, at an Extra-ordinary General Meeting resolutions can be passed to change, repeal add to and / or amend the Aims and Objectives and / or the Rules & regulations of the Association as provided for hereunder and further to override any decision and / or action that may have been taken by the Executive Committee.

29. FILING OF ANNUAL LIST OF THE EXECUTIVE MEMBERS OF THE ASSOCIATION AS PER SECTION 4 OF THE ACT :

Once in every year as required under Section 4 of the Societies Registration Act, 1860, a list be filed with the Registrar of Societies of the names and addresses and occupations of the members of the Executive Committee then entrusted with the management of the affairs of the Association.

30. THE AMENDMENT OR EXTENSION OF THE PURPOSE OF THE ASSOCIATION AND AMENDMENT OF THE RULES IS TO BE MADE AS PER SECTION 12 AND 12A OF THE SOCIETIES REGISTRATION ACT 1860

The Memorandum of the Association and Rules and Regulations shall not be amended except at an Annual General Meeting or at an Extra-Ordinary General Meeting called specially for the purpose and no new rule shall be made except on motion considered at an Extra-ordinary General Meeting / Annual General Meeting of the association. But no such proposition shall be carried out into effect unless such reports shall have been delivered or sent by post or courier or e-mail to every member of the Association 10 days before the Extra-ordinary Meeting convened for the consideration thereof nor unless such proposition shall have been agreed to by the votes of 3/5 of the members delivered

in person or by proxy, and in the case of amendment or extension of the purpose of the Association confirmed by the votes of 3/5 of the members present at Second Extra – ordinary Meeting convened at an interval of one month after the former meeting.

31. DISPUTES

For any disputes arising between members of the Association, the following procedure shall be adopted:-

(a) The aggrieved member may approach the Executive Committee for redressal of the dispute within one year of the dispute, and the same shall be considered by the Executive Committee within 30 days and after discussion if so required, can refer the same to the Grievance Committee.

(b) The dispute shall be referred by the Executive Committee to the Grievance Committee for which notice for resolution would be sent to the member against whom the complaint has been received with all options to mediate and settle the issue. The Grievance Committee would attempt to resolve and settle the issue within a period of 30 days of receipt of the dispute.

(c) In case, both the parties fail to resolve the matter before the Grievance Committee, then the dispute can be referred by either party for adjudication under the Arbitration and Conciliation Act 1996 as amended from time to time. The Cost of arbitration and all other expenses including venue shall be borne by both the parties equally in terms of the fee schedule prescribed under the Act. Upon the request of either party, the EC shall be empowered to appoint a sole arbitrator to adjudicate upon the issues. The seat of Arbitration would be New Delhi. The decision of the Arbitrator shall be final and binding upon both parties.

32. SUE AND BE SUED AS PER SECTION 6 OF THE ACT

The Association may sue or be sued as per Section 6 of the societies Registration Act, 1860 in the name of President, Vice-President, Secretary at the Association or any other person appointed by the Executive Committee.

33. JURISDICTION

That if any disputes arise between the members of the Association, such dispute be referred to the Courts of Original Jurisdiction of Delhi.

34. DISSOLUTION AS PER SECTION 13 AND 14 OF THE ACT

The Association shall not be wound up or dissolved as per section 13 and 14 of the Societies Registration Act, 1860 except by a Resolution to wind up or dissolve the Association passed by a majority of not less than 3/5th of the voting members of the

Association who vote personally at an Extra-ordinary General Meeting of which notice shall have been given to every member twenty one clear days before the date of meeting setting out full particulars of the resolution proposed by the reason therefore. If upon winding up or dissolution of the association there remains after the satisfaction of all its debts and liabilities any money or property whatsoever, the same shall be given or transferred to some other institution or institutions or Charitable Organizations having objects similar to that of the Association to be determined by the votes of not less than 3/5 of the members present personally or by proxy at the dissolution or in default thereof by the Court of the District Judge of Delhi.

All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act of 1957) as extended to the Union Territory of Delhi shall apply to this Association.

We the undersigned members of the Association, certify that this is a correct copy of the Rules & Regulations of the Association.

S.NO	NAME	DESIGNATION	SIGNATURE
1	Mr. Rajiv Mehra	President	Sd/xxx
2	Mr. E.M. Najeeb	Sr. Vice President	Sd/xxx
3	Mr. Ravi Gosain	Vice President	Sd/xxx
4.	Mr. Rajnish Kaistha	Hony. Secretary	Sd/xxx
5.	Mr. Sunil Mishra	Hony. Treasurer	Sd/xxx
6.	Mr. Sanjay Razdan	Hony. Joint Secretary	Sd/xxx
