

*Hunjab Travel Agents Association*



**MOTTO : UNITED WE STAND DIVIDED WE FALL**

**CONSTITUTION**



## RULES AND REGULATION


### DEFINITIONS

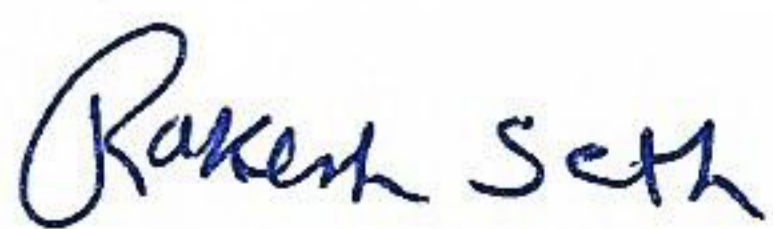
- 1 In the rules unless there be something in the subject or context inconsistent therewith.  
The ' Association ' means the " The Punj-aab Travel Agents" association (PTAA).  
"Member" means the member of the association including a member provisionally elected.  
"Years" means the official year of the association on beginning from 1<sup>st</sup> January .  
The 'Firm' shall include a proprietary or partnership firm or company registered under the Companies Act.  
"General Meeting" means general meeting of the association.  
"The President " means the president of the association.  
"The Vice President" means the Vice President of the association.  
"The Executive Committee" means the executive committee of the association elected under these rules.  
"The Executive Committee Member" means the member of the executive committee of the association.  
"General Secretary" means the Hon. General Secretary of the association.  
"Joint Secretary" means the Hon. Joint Secretary of the association.  
" Treasurer " means The Hon. Treasurer of the association.  
" Patrons means Senior members honoured as protector & Supporter

### MEMBERS


- 2 The number of members of the association may be unlimited.
- 3 Eligibility: Any firm or company may be admitted as a member , if it fulfills the following conditions and the executive committee of the association approves of its admission as a member:-
  - (a) It has been applied for or holds Licence of The Punjab Travel Professional's Regulation Rules 2013 , framed under the Punjab Travel Professional's Regulation Act , 2012
  - (b) It must be Income –Tax assesses or its proprietor/partner/Director is Income –tax assesse.
  - (c) No Partner/ Director of the firm / company should have been convicted to imprisonment related to any affence concerning travel trade .
  - (d) The firm/company or its Partners/Directors must not have been declared as insolvent at any time.
  - (e) It must not hamper the Interest of other members .

### Members Fees:

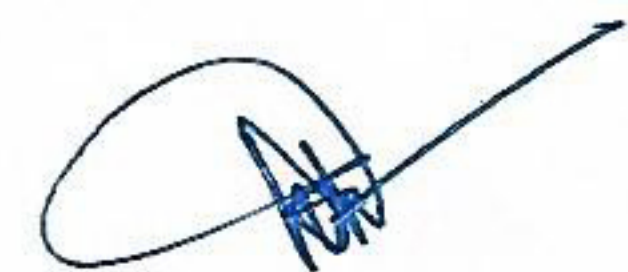
  
KULJIT SINGH HAYER

  
RAKESH SETH

  
KULDEEP SONDHI









- (a) The Annual membership fees for a calendar year or part thereof shall be Rs 5000.00. A new member shall also pay an admission fees of Rs. 10000.00 at the time of his admission. It can be changed from time to time with the permission of the house .
- (b) That annual subscription for the renewal of membership shall be paid on or before the election of the following year to be eligible for the vote.
- (c) In case the expenses of the association cannot be met with the membership admission fees and more funds are required the members shall be bound to pay additional funds equal share immediately on demand.


Procedures:

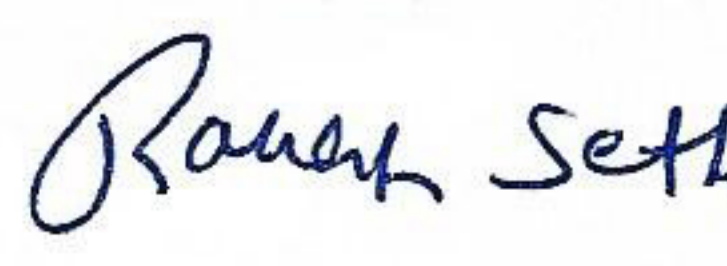
- (a) Any firm/company desirous of becoming a member of the association shall forward its application on prescribed form along with supported documents to the registered office of the association at Jalandhar City.
- (b) On receipt of application along with the membership fee , the General Secretary shall make necessary enquiries within one month and shall place the application along with his report to Executive Committee.
- (c) If the application is approved by the Committee Members , the applicant may be admitted as a member.
- (d) The General Secretary shall notify the decision of the Executive Committee to the applicant within a week of the decision. The decision of the Executive Committee shall not be bound to assign any reason for their action.
- (e) Further the application will be presented for the final approval in the General House .
- (f) The General Secretary shall issue membership certificates to the members within a week of receipt of membership renewal fee. Membership certificate shall be issued every year .
- (g) A register of members shall be maintained I along with the names and address .
- (h) There should be eight General Body meetings and six Executive committee meetings in one calander year .
- (i) The name of the Association is 'Punj-aab Travel Agents Association"
- (j) The office of the Association will be the office of the General Secreatry or otherwise .

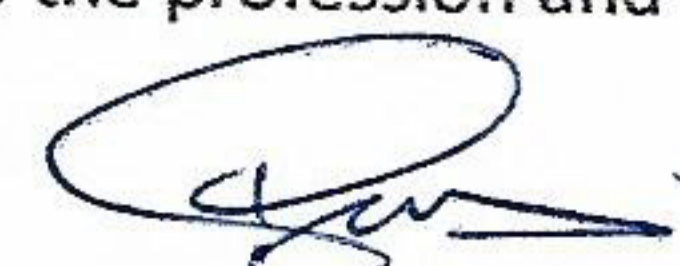
**AIMS AND OBJECTIVES**

The objectives of the Association are:-


- 1 To initiate or support necessary action in connection with finding a solution to all problems of travel trade (Agent & Passengers)
- 2 To enhance the image of Travel Industry .
- 3 To encourage friendliness and unity among the members.
- 4 To communicate with other professional , commercial and public bodies within or outside India.
- 5 To Collect and circulate statistics and other information relating to the profession and trade among the members.

  
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- 6 To establish just and equitable principles in trade and impose restricted conditions in the conduct of business among the members.
- 7 To mediate and arbitrate in the settlement of the disputes and controversies between members of the association and others.
- 8 To subscribe to, to become a member of, to become affiliated with and any other association whether incorporated or not whose objectives are altogether or in part similar to those of this association and to procure from and to communicate to any such association such information as may likely forward the objectives of this Association.
- 9 To promote, support or oppose any such legislation which may affect the interests of the members and general public.
- 10 To guide the general public and make them aware of malpractices through newspapers and their available media.
- 11 To apprise the public about the amendments in immigration regulation of various countries and to protect the public from being cheated by unethical/bogus travel agents.
- 12 To do all other things as may be conducive or incidental to attainment of the above objectives or any of them.

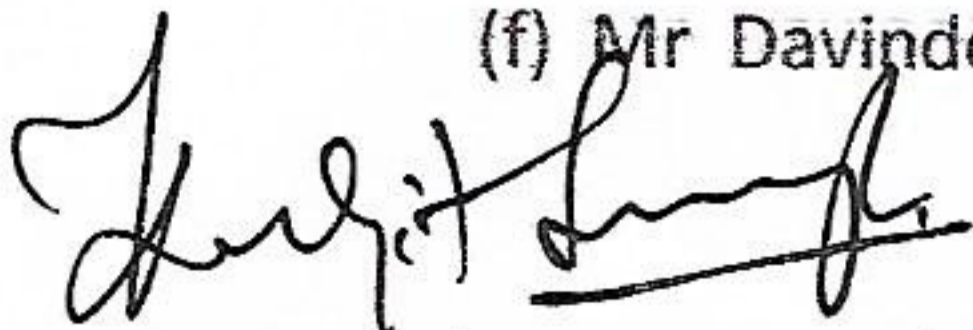
In case of eventual winding up of the Association ,the assets, funds etc, will not be divided amongst the members of the Association ,but shall be given or transferred to some other institution or institutions having objectives similar to the objectives of this Association as may be determined by the members of Association present at last general boby meeting and in default by a judicial officer of the area.

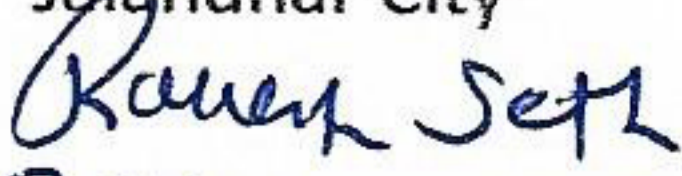
13. A person who is no longer a member of the association weather he resign or terminated shall not state any claim from funds of the association what so ever .

#### PRESENT OFFICE BEAREARS

(a) Mr Kuljit Singh Hayer	M/s Universal Travels, Jalandhar City	President
(b) Mr Rakesh Seth	M/s Dreamz Travel Planners Jalandhar City	General Secretary
© Mr Kuldip Sondhi	M/s Sondhi Travels, Jalandhar City	Vice President
(d) Mr Narinder Singh	M/S New Doaba Travels	Treasurer
(e) Mr Surinder Kumar Chopra	M/s Chopra Foreign Travels , Jalandhar	Patron

(f) Mr Davinder Sharma	M/s Sharma Travels, Jalandhar City	Patron
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are present at the meeting. If any member of the Executive Committee does not attend three consecutive meeting the committee shall declare his Executive Committee membership vacant and he shall there after cease to be a member of the Executive committee.

- (d) Not withstanding any vacancy in the committee, any resolution passed or business transacted by the Committee shall only be valid if participated by four members .
- (e) The members of Executive Committee shall not be entitled to any remuneration.

**The President :**

The President shall preside all meetings of the Committee and all general meeting and lead all deputations. He shall hold meeting and discussions with Airlines, their GSA's , Embassies and other concerned departments. It is the discretion of the President to spend upto Rs 10000/- Per month . The Tenure of the President normally may not exceed two consecutive years , but can extend to 3<sup>rd</sup> consecutive year with the approval of General House

**Vice President :**


The Vice President in the absence of the President , shall have the powers to perform the duties of the president and in the absence of the President and the Vice -President the powers and duties shall be exercised and discharged by the Executive member appointed by the Committee for the purpose. The Tenure of the Vice President shall not exceed two consecutive years .

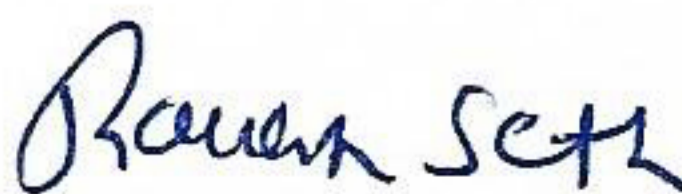
**General Secretary:**


The General Secretary shall devote himself to the business and affairs of association in such a way as may be deemed necessary in the interest of the association subject to any by-law or direction given by the association in General body meeting or the committee or the president, General Secretary . The Tenure of the General Secreatry shall not exceed two consecutive years.


- a Keep accurate minutes of proceedings of all General body meetings of the association and of the business of the committee and other meeting connected with the association.
- b Have care of the rooms, furniture , stationary, documents and all properties belongings to the association.


c Have charge of all correspondence.

  
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(2) The number of Patrons should not exceed five and the tenure should not exceed three years . How ever they can be re- appointed with the permission of the General House .

(3) The Executive Committee shall call a meeting either for purpose of transacting any special business or for placing before the members of the association a review of their activity in the preceding months. The meeting may be convened by the committee upon the requisition of not less than one third of members of the association.

(4) The non-receipt of a notice convening any General meeting by any member shall not invalidate the proceeding of such meeting.

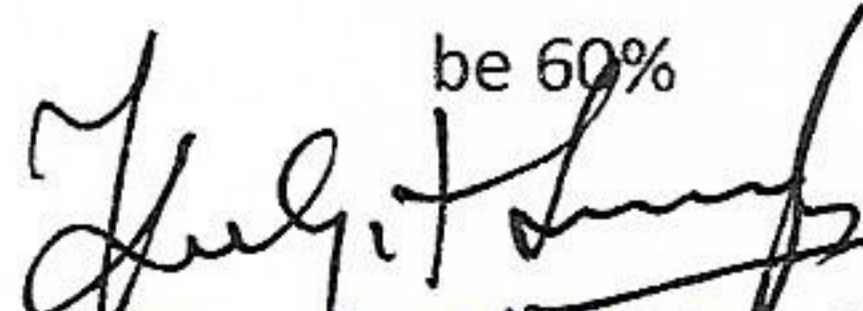
(5) Every question submitted to a General meeting shall be decided by a majority of members present and voting at such meetings.

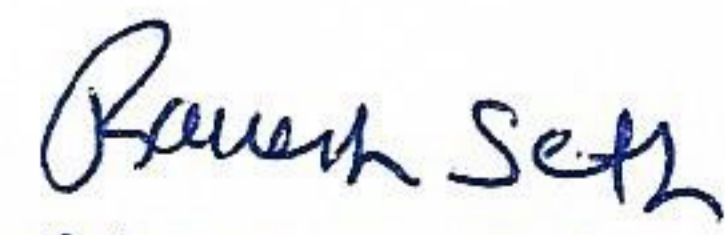
#### Elections:


- (a) The election of President shall be held independently in the First or Second week of January every year, Although the previous team will countinue till the election day . The quoram shall be 1/3 of the total membership . All the other Office Bearers and Executive Members shall be nominated by Current President out of members present in Election Meeting. Immediate past President and immediate past General Secretary are automatically members of Executive Committee.
- (b) Every member shall have one vote. In case equality of votes, tie shall decide the issue.
- (c) Every member shall be represented by any of the Proprietor / partners/ Directors already authorized to participate in the meeting of the association.
- (d) The election shall be held by serving ballot.
- (e) The outgoing president (if not contesting) shall be the returning officer. In case of his contesting again, the Vice President also contesting again, the General Secretary shall be returning officer.if three of them are contesting ,returning officer shall be appointed by a simple majority of the house.
- (f) Any member who has not paid the arrears of the association on or before 31<sup>st</sup> December, will not be entitled to cast vote.
- (g) The list of members entitled to cast vote at any coming election shall be prepared under the signature of the President and General Secretary and will be forwarded to the members alongwith notice of Annual General meeting.
- (h) The office bearers will be elected by simple majority for the members voting.

No Confidence In case, in the openion of the members of the association or members of the Executive Committee any office bearer or Executive member is working against the interest of the association, the members are empowered to remove such office bearer/Executive member by 2/3<sup>rd</sup> majority of the present members . The quorum of such a No Confidence meeting shall


be 60%

  
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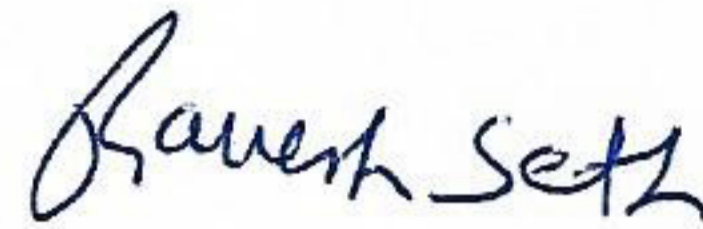


**Accounts :**

True accounts shall be kept of all sums of money received and expenditure by the association and the matters in respect of which such receipts and expenditure taking place and of the property credit and liabilities of the association . The accounts may be closed at 31<sup>st</sup> December each year and incorporated expenditure account and balance sheet drawn up. The accounts of the association shall be examined and the correctness of the balance sheet and income and expenditure account ascertained by one or more properly qualified Auditors. The balance sheet and accounts shall be presented in the Annual General meeting. Balance Sheet will be circulated at least one week before the election meeting .



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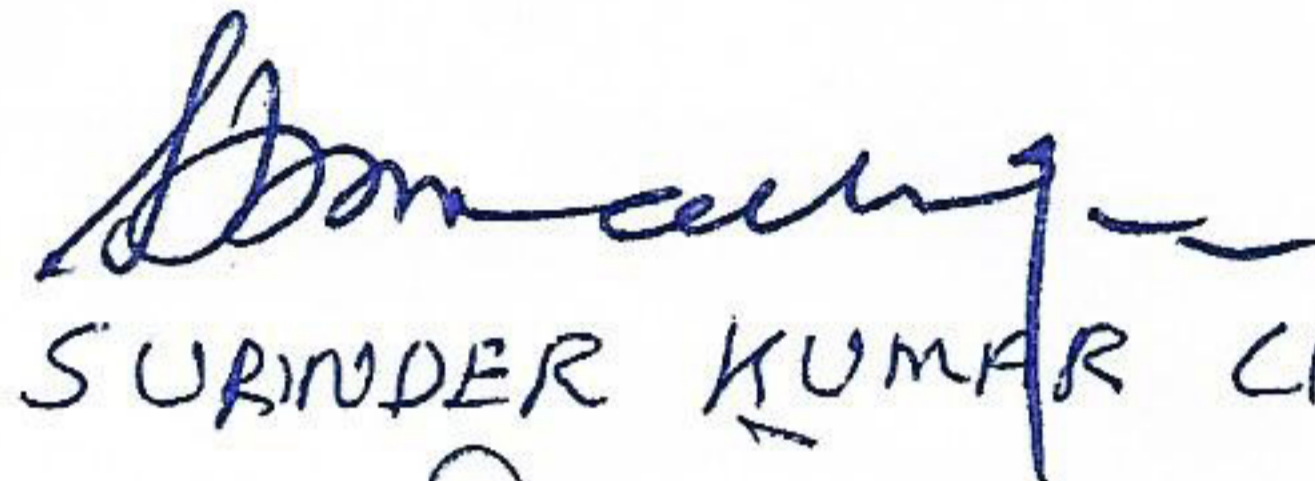
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MOHANJIT SAINI



SUBASH MAHAJAN