

## 1) Name & Full Address of Federation

- **MATSOGI-DO FEDERATION OF INDIA**

75/1 SANJAY NAGAR JAMMU

J&K 180004

CONTACT - 09086003961, 09797543961

[indiamatsogido@gmail.com](mailto:indiamatsogido@gmail.com)

## 2) When was Matsogi-do constituted (Attached Proof.)

Matsogi-do was founded on 12<sup>th</sup> April 2000 in Jammu (J&K) in INDIA under the name of Matsogi-do institute of India. After providing practise and training to many students and on conducting many events in the year 2005 in the meeting of office bearer's and with their unanimous decision of members the name was changed to Matsogi-do federation of India and was applied for the Society Registration. Finally we succeeded in grabbing the opportunity to get this registration on 9<sup>th</sup> of June 2010 under the societies registration ACT VI of 1998(1941 A.D) of J&K.

Copy of the act is enclosed:-

## 3) Constructional status of the federation encloses the documentary like certificate of registration & by-laws.

### A) NAME OF THE SOCIETY

The name of the society shall be "MATSOGI-DO Federation of India" in short MFI.

In these rules word "SOCIETY" shall mean and include "MATSOGI-DO Federation of India".

### B) MEMBERSHIP

Subject to the approval of governing body any person who believes in the aims and objective of this society and is interested in Matsogi- do game may become a member of this society. There shall be following types of membership.

#### i) FOUNDER MEMBER:

Present signatories to this memorandum shall be founder members of the society and founder of MFI. He/she know very well about Matsogido Game.

**ii) EXECUTIVE COMMITTEE MEMBER:**

The affairs of the Association shall be governed by an executive Committee hereinafter called the Governing body which shall consist of:

1. Hon. Chairman
2. Hon. President
3. Hon. Vice president
4. Hon. Secretary General
5. Hon. Vice-Secretary
6. Hon. Treasurer
7. Hon. Member (I)

The term for the office of executive committee shall be 5 years. All members of the committee shall continue to hold the office till Expiry of the term. An affiliated Association /club/ institute Shall however have the power to recall / replace their nominee in 3 years. The outgoing committee shall remain in office until the Termination of the Annual General Body meeting at which the Election of the Next committee is held.

**a) HONORARY POST:**

The Chairman, President or Executive Committee shall have the power to Appoint Honorary Post as a

- Patron
- President
- Vice-President
- Associate Members
- General Members

Also expel an office bearer if he is found in-active in his performance, with the approval of the executive committee. Honorary Members cannot cast vote for executive body members committee.

**b) FUNCTIONS OF MEMBERS**

**# FUNCTION OF THE CHAIRMAN:**

Subject to the General control of the Executive committee, the Chairman shall have the superintendence and control of the establishment of the Federation. He shall keep a record of membership, send out notice of meeting, record the minutes of such meetings in a minutes-book and conduct all correspondence and perform such other duties as ordinarily pertain to the office and as may be entrusted to him by the committee. He shall be entitled to incur any legitimate incidental expenditure on behalf of the Association not exceeding a sum of ₹50000.00 (Rupees Fifty Thousand) which shall be confirmed by the committee at its next meeting. Any expenditure exceeding this amount shall require the prior sanction of the president or the Executive committee. He shall safeguard the financial and general interests of the Association, collect dues from the members and make payments as sanctioned by the executive committee. He shall employ/dismiss servants and pay them remuneration as sanctioned by the executive committee. He shall have the power to expel an office bearer if he is found inactive in his performance, with the approval of the executive committee & dismiss affiliated Club, District any Member of Association.

#### **# FUNCTION OF THE PRESIDENT:**

The President shall preside meetings and he shall have the casting vote in case of a tie, in addition to the vote he is entitled to as a member. In case of emergency requiring immediate action, he may adopt such measures as the circumstances may deem fit with the consent of the secy. General and such action shall be got approved by the executive committee in the next sitting. For all the matter and questions, the views of the Executive committee shall be obtained by the president. The president shall be the president of all the committees constituted by the Association. The president shall have the power to authorize expenditure up to ₹5000.00 (Rupees Five Thousand Only) at a time. The president shall have the power to expel an office bearer if he is found inactive in his performance, with the approval of the executive committee.

#### **# FUNCTIONS OF THE SECRETARY GENERAL:**

He/she shall be minimum Black Belt 6<sup>th</sup> Dan in Matsogi-Do Discipline and at least 8 year experience as a Regular Executive Member of National body or at least 6 year experience as authorized Regular State Secretary and his National Player minimum silver medalist in Matsogi-Do discipline before conducted Federation Election. Subject to the General control of the Associate committee Members, the Secretary General shall have the superintendence and control of the establishment of the State Association. He shall keep a record of membership, send out notice of meeting, record the minutes of such meetings in a minutes-book and conduct all

correspondence and perform such other duties as ordinarily pertain to the office and as may be entrusted to him by the committee. He shall be entitled to incur any legitimate incidental expenditure on behalf of the Association not exceeding a sum of ₹25000.00 (Rupees Twenty Five Thousand) which shall be confirmed by the committee at its next meeting. Any expenditure exceeding this amount shall require the prior sanction of the president or the Associate committee. He shall safeguard the financial and general interests of the Association, collect dues from the members and make payments as sanctioned by the Associate committee and General Committee. He shall employ/dismiss servants and pay them remuneration as sanctioned by the executive committee. He shall have the power to expel an office bearer if he is found inactive in his performance, with the approval of the executive committee & dismiss affiliated Club, District any Member of Association.

**# FUNCTIONS OF THE HONORARY VICE-SECRETARY:**

He shall be minimum Black Belt 5<sup>th</sup> Dan in Matsogi-Do Discipline and at least 6 year experience as Regular member of National body and his National Player minimum silver medallist in Matsogi-Do discipline before conducted State Election. The Vice-Secretary shall have the power to perform the duties of the Secretary General in the absence or inability to act of the later. He shall have the power to expel General office bearer if he is found inactive in his performance, with the approval of the executive committee & dismiss affiliated Club, District any Member of Association

**# FUNCTIONS OF THE TREASURER:**

He shall be minimum Black Belt 4<sup>th</sup> Dan in Matsogi-Do Discipline and at least 6 year experience as Regular member of National body and his National Player minimum silver medallist in Matsogi-Do discipline before conducted Federation Election. The treasurer shall receive all monies of the Association, pay bills and render accounts as approved by the committee, provided that necessary minor expenses which may be incurred by any sub-committee or by the Hon. Secretary General may be accepted by him as cash paid if account are rendered in detail, duly attested by the sub-committee concerned or by the Hon. Secretary General. He shall not keep with him any cash amount exceeding ₹5000.00 (Rupees five thousand only) but shall deposit the same immediately on its receipt in a scheduled bank approved by the executive committee.

**c) OFFICE BEARERS:**

The office bearers of the Executive committee and the elected representatives from the affiliated Ass./clubs/ institutes shall be elected Five yearly at the annual General Body meeting of the Federation.

Notice shall be sent at least 21 days before the date fixed for the Annual General body meeting at which the Five yearly election is to be held, to all affiliated Association /clubs/Institutions who are entitled to attend the meeting may forward their nomination papers, must be accompanied by a letter signed by the president or Hon. Secretary of the respective affiliated Association / clubs/ Institutions.

**d) POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:**

To grant affiliation to Association /clubs/Institutions.

- To provide funds.
- The payment of affiliation fees to IMC.
- The expenses for running the Federation.
- Providing and maintaining standard equipment and suitable grounds and stadia for the benefit of affiliated units.
- Holding of Matsogi-Do Championships, demonstration of the art, etc. from time to time.
- Publishing of bulletins or magazines for the benefit of members to maintain library.
- The bonafide expenses of sending representatives for teams to any recognized Matsogi-Do championship, exhibitions or contests within or outside the territory or jurisdiction of the Federation
- Employing coaches, Technical advisers and administrative staff etc. if and when so necessary
- To remove, demote or dismiss the coaches or advisers and staff or to vary or alter their conditions of services from time to time in such a manner as deems fit.

- To control the finance of the Federation and to prepare the annual budget.
- To manage the affairs of Federation and to keep control over the property of the Federation and all its assets.
- To enforce the rules of Federation and to ensure that these are fully complied with, from time to time
- To collect funds for the Federation.
- TO invest the funds of the Federation not immediately required in such manner as may be determined by the Executive Committee in office
- To adjudicate on appeals of the affiliated Association / Clubs / Institutions or disputes between the affiliated Association /Clubs /institutions.
- To take necessary disciplinary action against affiliated bodies or individuals for conduct subversive to discipline and/or prejudicial to the interest of the Federation.
- To promote and hold either singly or jointly with any other Federation , Institution, organization club or person any kind of sporting events and tournaments.
- To arrange and hold conferences, demonstrations, film, shows , exhibitions meetings, seminars, discussions and competitions and to do all acts necessary to promote Matsogi-do and healthy living in general.
- To sell ,improve ,manage ,develop, lease, montage dispose off and deal with all or any part of the property of the Federation, whether moveable or immoveable, with power especially to seal and distribute sports goods and other materials and spectators and other persons.
- To act as trustees of any fund, trophies or other properties settled or donated for the promotion or encouragement of Matsogi-do .

**e) MEETING OF THE EXECUTIVE COMMITTEE:**

- The committee shall meet at least three times a year and often if necessary. 7-members shall form a quorum. At least seven days notice shall be given to the members of every meeting of the committee. However, an Emergency meeting may be held with three days notice.
- All questions shall be decided by a show of hands and in case of a tie, the president shall have a casting vote.
- The Hon. Secy .General shall keep the minutes of the proceedings of all meetings of the committee in a minutes-book and shall forward a copy of the same to all members of the committee along with the agenda of the next meeting to be held.

**iii) ASSOCIATE MEMBERS:**

Any Affiliated State Association/Unit/institute representing the MFI and hold minimum Two Black Belt Dan in Matsogi-Do Discipline before federation election and at least 6 year experience as Regular member of State Body in Matsogi-Do Discipline as General Member shall be eligible to be enrolled as Associate Members. The Association /unit/ institute affiliated to MFI shall abide by the principle “1-martial art 1-game

1-Association” the affiliated Association/institute shall be required to pay an annual affiliation fee of ₹2000/- which shall be paid on or before 31st march every year. If a member has not deposited the membership fee or has kept arrears, then such member will not be considered eligible to cast vote and any objection in executive/associate/general body meeting The executive committee of Federation shall have the right to revise the aforesaid fee from time to time which shall be put up for approval the next Annual general body meeting. Each of the affiliated State Association/unit/institute shall be entitled to nominate 2-Representatives to attend the annual general body meeting of the Association and shall have the right to participate in the proceedings.

**iv) GENERAL MEMBERS:**

- a) Any Affiliated District Association/Unit/institute representing the State Association 3 year Regular Member of District body shall be eligible to be enrolled as General members. The Association /unit/ institute affiliated to MFI shall abide by the principle “1-Martial Art 1-Game 1- Association” the affiliated Association/institute

shall be required to pay an annual Membership fee of ₹500/- which shall be paid on or before 31st march every year.

- b) Any independent person can apply for general membership with fee of Rs.500 which is payable annually before 31<sup>st</sup> March of every year.
- i) If you have general membership you are eligible to cast vote in respective District election in which he/she is residing. After completion of 1 year you are eligible to participate as candidate in the District election.
  - ii) He/she is authorized to cast vote in State elections in which state he/she is representing. After completion of 2 years you are eligible to participate as candidate in the State election.
  - iii) He/she is eligible to cast vote in Federation election in the particular country where he/she is residing. After completion of 3 years you are eligible to participate as candidate in the federation election.

### **C) FUNCTIONS, RIGHTS, PRIVILEGES OF THE AFFILIATED ASSOCIATION/UNIT**

i) Affiliated state/district association unit shall have their name imprinted on their letter head as well as certificates with the affiliated unit i.e. to whom that unit is being affiliated. **(eg. Matsogi-do Association of Jammu & Kashmir affiliated with Matsogi-do Federation of India and International Matsogi-do Council)**. Even for opening the bank account the name shall be as per letter head with 2 authorized persons as signatories. Any 2 of these should be there President/Secretary General/Treasurer. And on all notices, championships or tournaments, programmes, entry forms etc Elected Representatives of affiliated Association/unit/institutes shall have the right to attend and cast vote at all executive committee meetings of the Association Members attending/ voting at the general body meetings of the Association shall be bonafide members of the respective affiliated bodies. Previous to the meeting they shall produce a letter signed by the president or secretary of the nominating body, duly authorizing the nominee to attend and vote at the particular meeting. Affiliated Association / Institutes shall lose the right to attend at the executive committee meeting and/or annual general body meeting should send their annual subsequent meeting of the Association unless they have paid their subscription up-to-date. Application for membership of the MFI shall be made in the prescribed form. Every application for affiliation shall be subjected to the acceptance by the Executive Committee of the State Association as an affiliated member, the fact shall be notified to them in writing in the prescribed form. An application for affiliation may be rejected by the executive committee without assigning any reason whatsoever. However, the Assoc/Institute whose application has been rejected may resubmit a fresh application after 6-months from the date of the last rejection.

ii) **AFFILIATION FEE/MEMBERSHIP FEE**

The affiliation/membership fee shall be as follows and shall be payable in advance. Affiliation fee for association/club/institute will be Rs.2000 per annum and membership fee will be Rs.500 per annum which should be payable in advance and in any event before 31<sup>st</sup> March of every year. The executive committee of federation shall have the right to revise the aforesaid rates from time to time which shall be put up for approval in the next annual general body meeting.

D) **SUB-COMMITTEE:**

The executive committee may appoint adhoc or regular sub-committee for any purpose and may Delegate to them such power as it may deem fit. Such adhoc or regular sub-committee may Comprise of person who are not members of committee. Additional members may be cooped or Casual vacancies filled on such committees by the executive committee. The President, one of the Vice – presidents and the Secretary General shall be ex-officio members of all such committee.

a) **FUNCTION OF THE CHAIRMAN:**

Subject to the General control of the Executive committee, the Chairman shall have the superintendence and control of the establishment of the Federation. He shall keep a record of membership, send out notice of meeting, record the minutes of such meetings in a minutes-book and conduct all correspondence and perform such other duties as ordinarily pertain to the office and as may be entrusted to him by the committee. He shall be entitled to incur any legitimate incidental expenditure on behalf of the Association not exceeding a sum of ₹50000.00 (Rupees Fifty Thousand) which shall be confirm by the committee at its next meeting. Any expenditure exceeding this amount shall require the prior sanction of the president or the Executive committee. He shall safeguard the financial and general interests of the Association, collect dues from the members and make payments as sanctioned by the executive committee. He shall employ/dismiss servants and pay them remuneration as sanctioned by the executive committee. He shall have the power to expel an office bearer if he is found inactive in his performance, with the approval of the executive committee & dismiss affiliated Club, District any Member of Association.

b) **FUNCTION OF THE PRESIDENT:**

The President shall preside over meetings and he shall have the casting vote in case of a tie, in addition to the vote he is entitled to as a member. In case of emergency requiring immediate action, he may adopt such measures as the circumstances may

deem fit with the consent of the secy. General and such action shall be got approved by the executive committee in the next sitting. For all the matter and questions, the views of the Executive committee shall be obtained by the president. The president shall be the president of all the committees constituted by the Association. The president shall have the power to authorize expenditure up to ₹5000.00 (Rupees Five Thousand Only) at a time. The president shall have the power to expel an office bearer if he is found inactive in his performance, with the approval of the executive committee.

**c) FUNCTION OF THE SECRETARY GENERAL:**

He/she shall be minimum Black Belt 6<sup>th</sup> Dan in Matsogi-Do Discipline and at least 8 year experience as a Regular Executive Member of National body or at least 6 year experience as authorized Regular State Secretary and his National Player minimum silver medalist in Matsogi-Do discipline before conducted Federation Election. Subject to the General control of the Associate committee Members, the Secretary General shall have the superintendence and control of the establishment of the State Association. He shall keep a record of membership, send out notice of meeting, record the minutes of such meetings in a minutes-book and conduct all correspondence and perform such other duties as ordinarily pertain to the office and as may be entrusted to him by the committee. He shall be entitled to incur any legitimate incidental expenditure on behalf of the Association not exceeding a sum of ₹25000.00 (Rupees Twenty Five Thousand) which shall be confirm by the committee at its next meeting. Any expenditure exceeding this amount shall require the prior sanction of the president or the Associate committee. He shall safeguard the financial and general interests of the Association, collect dues from the members and make payments as sanctioned by the Associate committee and General Committee. He shall employ/dismiss servants and pay them remuneration as sanctioned by the executive committee. He shall have the power to expel an office bearer if he is found inactive in his performance, with the approval of the executive committee & dismiss affiliated Club, District any Member of Association.

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office bearer if he is found inactive in his performance, with the approval of the executive committee & dismiss affiliated Club, District any Member of Association

**e) FUNCTIONS OF THE TREASURER:**

He shall be minimum Black Belt 4<sup>th</sup> Dan in Matsogi-Do Discipline and at least 6 year experience as Regular member of National body and his National Player minimum silver medallist in Matsogi-Do discipline before conducted Federation Election. The treasurer shall receive all monies of the Association, pay bills and render accounts as approved by the committee, provided that necessary minor expenses which may be incurred by any sub-committee or by the Hon. Secretary General may be accepted by him as cash paid if account are rendered in detail, duly attested by the sub-committee concerned or by the Hon. Secretary General. He shall not keep with him any cash amount exceeding ₹5000.00 (Rupees five thousand only) but shall deposit the same immediately on its receipt in a scheduled bank approved by the executive committee.

**4) CHANGE OF ADDRESS AND COMMUNICATION:**

It shall be the duty of affiliated districts and members of the executive committee to inform the hon. Secy. General in writing of any change of address, to which any future communication may be sent. Communications of an important nature shall be posted under "Recorded delivery" (under certificate of posting) at the registered address, but the executive committee shall not be held responsible for postal delay or for non-receipt of such communication or for any other reason.

**5) ENFORCEMENT OF RULES:**

Acceptance of membership or affiliation to the Federation shall bind each member or affiliated Association/club/institutes to confirm to the rules, regulations and bye-laws of the Federation and to accept all decisions of the executive committee, as final and binding.

**6) TERMINATION OF MEMBERSHIP:**

An affiliated Association/club/institute shall cease to continue as an affiliated body if the affiliated Association /club/institute voluntarily resigns its position as an affiliated member, by giving one month's request in writing addressing to Hon. General Secretary and provided all dues to Federation are paid. The affiliated Association /club/institute fails to pay any amount due to the Federation before the next executive committee/Annual general body meeting after the same has been in the opinion of the Executive committee duly demanded of it. An affiliated Association /club/institute shall be dismembered or disaffiliated if it is found to act wilfully in a manner prejudicial to the interest

of Federation. But before a Federation/club/institute is dismembered or disaffiliated, it shall be so notified in writing, giving 15 days' time to explain its conduct. If the explanation is not forthcoming within the specific time or if the explanation, in the opinion of the executive committee, is not satisfactory, the executive committee shall have the power to suspend/disaffiliate the member. The decision to suspend/disaffiliate the member shall be taken on a majority vote of the members present at the meeting. An Federation/club/institute may be reinstated only on a majority vote of two thirds of the executive committee

**7) GENERAL BODY:**

There shall be general body of the Federation consisting of all the members. The meetings of the general body shall be held after every one year with 2/3 quorum. No quorum shall be required in the adjourned meeting. An emergency meetings of the general body may also be summoned on the written request of 3/5 members. Following business shall be transacted in the meetings.

- . To prepare annual programmers and policies.
- . To pass the annual budget of the society.
- . To discuss and to decide all such other matters and issues which are directly or  
Indirectly related to the affairs of the Federation.
- . To appoint an auditor who will annually inspect the accounts of the Federation.

**a) COMPOSITION OF THE GENERAL BODY:**

The following shall be members of the General body:

All the office bearers of the Executive committee.

Two nominees each of the affiliated Association/clubs/institutions, other than the office bearers, if any.

**b) ANNUAL MEETING:**

The annual General body meeting of the Federation shall be held within six months of the close of the financial year on a date and time fixed by committee. 21 day notice for such meeting shall be given.

The following business shall be transacted:

- Confirming the minutes of the previous General body meeting. A copy of the said minutes shall be circulated to members in advance.
- Election of the president, Vice-presidents, Secy General, Treasurer and members of the executive committee, if and when due.
- Appointment of auditors and fixation of their honorarium.
- Adoption of the annual report audited statement of accounts balance sheet and auditor's report.
- Other items of the agenda for which due notice has been given.
- Any other business which the president may permit.

**8) AFFILIATION TO THE INTERNATIONAL BODY:**

- The Federation being affiliated to the International Matsogi-Do council (IMC) and all the rules and regulations and bye laws of the said body.
- Amended from time to time shall deem to be a part of these rules as if they were incorporated herein.
- Without prejudice to the generality of the foregoing provision, every order made, every direction issued and every request of the said body shall be implemented forthwith by the committee and by all the affiliated Association/clubs/institutions at the same is contrary to or inconsistent with the provisions of the rules.
- Provided ,however , that above clause 2 shall not affect the right of the committee to desist from implementing or from directing its affiliated Association /clubs/institutions' not to implement any such order, direction, scheme, or request which in the opinion of the committee is prejudicial to the interests of the Federation and/or any of its members.

**9) BUSINESS BY POST:**

In the interval between the meeting of the committee action may lawfully be taken at a special or emergency meetings, taken by postal or telegraphic consent of absentee members by the Hon. Secy. General, provided that in every such instance, the consent of every member shall be preserved in a special file, and such action is circulated to all members, and consent ratified before the next committee meeting.

**10) CASUAL VACANCIES:**

Any vacancy for any of the post of office bearers of the Federation shall be filled in form amongst the committee members by co-option and the vacancy filled in by election at the next Annual General body meeting for which notice must be given to all affiliated Association /clubs/ Institutions.

**11) DECISION MAKING:**

The decision of the executive committee of this constitution shall be by a simple majority. In case of a tie in voting, the president shall have the right of a casting vote.

The decisions of the General body shall also be by a simple majority except when constitutional amendments are required to be passed when the amendments shall be passed only by a two- third majority of members present and voting at a meeting called specifically for this purpose.

**12) BANK ACCOUNT:**

The funds of the society shall be kept in a scheduled bank. The bank account shall be operated by the president/ Secy. General and Treasurer with either of two's joint signature.

**13) ANNUAL REPORTS AFFILIATED ASSOCIATIONS/ CLUBS / INSTITUTIONS:**

Before the ends of March every year, all member Association/clubs/Institutions shall forward a short account or resume of their activities during the previous year to the Secy. General of the Federation for inclusion in the Annual Report.

**14) GENERAL QUORUM FOR PASSING RESOLUTION**

*The committee shall meet at least 2 times a year and often if necessary. 15 members shall form a quorum. At least 15 days notice shall be given to the members of every meeting of the committee. However, an Emergency meeting may be held with three days notice.*

- i. All questions shall be decided by a show of hands and in case of a tie, the Chaiperson shall have a casting vote.
- ii. The Hon. Secy. General shall keep the minutes of the proceedings of all meetings of the committee in a minutes-book and shall forward a copy of the same to all members of the committee along with the agenda of the next meeting to be held.

15) **VOTING AUTHORIZATION**

**The person who is having general membership of MATSOGI-DO FEDERATION OF INDIA is eligible to cast vote in executive committee elections as well as general body elections.**

16) **ELECTION PROCEDURE**

Election shall be held once in 5 years at the Annual General Meeting to elect the Executive Board and General body from amongst the representatives of the Members.

- a) Election may be held before the due date but the tenure will be 31 March.
- b) Election shall be conducted at least two months before the due date for Conduct of the election of the M.F.I
- c) Election dates to be disclosed at least 2months before elections through registered Newspaper so that everyone who wants to take part as well as who want to cast vote should know the dates of the same.
- d) Nomination should be applied before 1 month of the election date with fee of Rs 5000/-
- e) Withdrawal of the name from election is only 15 days before the election otherwise it is difficult for person to withdraw his/her name.

17) **INTERPRETATION OF THE CONSTITUTION:**

The interpretation of this constitution and the constitution and effect thereof, rest with the committee and any ruling given by the committee shall be finding and binding.

Amendments to the constitution:

Any part of this constitution may be repealed, altered, added to or amended by a resolution at the Annual general body meeting, provided that two- third of the members present and entitled to vote at the meetings vote for the same provided that the proposed changes are on the agenda of the meeting:

18) **AUDIT.**

The accounts of the Federation shall be examined every year and the correctness thereof ascertained by a qualified auditor or auditor duly appointed.