

**CERTIFICATE OF REGISTRATION**  
**OF**  
**PEOPLE'S MEDIATION SOCIETY**

REGISTRATION NO. EKM/TC/57/2018  
 DATED 07/02/2018  
 REGISTERED WITH SOCIETY REGISTRAR  
 OFFICE OF THE DISTRICT REGISTRAR (GENERAL), ERNAKULAM



സംഘങ്ങൾ രജിസ്റ്റർ ചെയ്യുന്നതു സംബന്ധിച്ച  
സർട്ടിഫിക്കറ്റ്

1955-ലെ 12-ാംതരം തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യ, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ  
രജിസ്റ്ററാക്കൽ ആക്ട്

ക്രമ നമ്പർ Ekm/TC/57/2018 വർഷം 2018

1955-ലെ 12-ാംതരം തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യ, ശാസ്ത്രീയ,  
ധർമ്മസംഘങ്ങൾ രജിസ്റ്ററാക്കൽ ആക്ട് അനുസരിച്ച് പി.പി.എസ്  
മീഡിയേഷൻ സൊല്യൂഷൻസ് ഇന്നേദിവസം രജിസ്റ്റർ  
ചെയ്തതായി ഞാൻ ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

ഈ രജിസ്ട്രേഷൻ പി.പി.എസ്. മീഡിയേഷൻ സൊല്യൂഷൻസ് നൽകിയിരിക്കുന്നു.

സംഘം രജിസ്ട്രാർ.



**BYE LAWS, RULES AND REGULATIONS**

**OF**

**PEOPLE'S MEDIATION SOCIETY**

REGISTRATION NO. EKM/TC/57/2018  
DATED 07/02/2018  
REGISTERED WITH SOCIETY REGISTRAR  
OFFICE OF THE DISTRICT REGISTRAR (GENERAL), ERNAKULAM

- (1) The name of the Society shall be **“PEOPLE'S MEDIATION SOCIETY”**.
- (2) The registered office of the Society shall be situated at 37/3712, 50/2314A, Kottathazhathu, Chuttupadukara, Edapally, Ernakulam 682024, or any other place within the district of Ernakulam as may be decided by the Governing Board from time to time.
- (3) The jurisdiction of the Society shall extend to the whole of India.
- (4) The objects of the Society are:

We declare that this Society is to be registered under Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955) and it intends to function without any profit motive for the below mentioned objectives. The incomes arising from the functioning of the Society shall not be distributed among the members.

The specific objects for which the Society is established are as follows (“the Objects”):

- (i) To promote mediation, conciliation and arbitration as Alternative Dispute Resolution (ADR) methods for the benefit of the community at large in alignment with the objectives of Accredo International Business Private Limited.
- (ii) To encourage and support education, research and training in ADR.
- (iii) To create awareness on legal rights and obligations to the people for better community living.
- (iv) To encourage and promote legal compliance and due diligence in community life.
- (v) To set up, administer and manage People's Mediation Centres as centres for dispute resolution through the process of mediation and other systems of ADR.
- (vi) To associate and collaborate with acclaimed organisations and experts in the field of ADR.
- (vii) To conduct training programs, workshops and seminars on ADR and other legal and life skills.

- (viii) To empower people through an integrated solution for sustainable development, called "CREDITS" (Creative and Responsible Entrepreneurs' Development Integrated Technology System), under the concept of "PURA" (Providing Urban Amenities in Rural Areas).
- (ix) To provide social entrepreneurship for PURA, focusing on improving the human development index, making them self-reliant and financially and socially independent, ensuring respectable livelihood.
- (x) To establish and coordinate clubs, associations and committees for supporting and promoting the objectives of the society.
- (xi) To disseminate the knowledge acquired through research, experiments and experience to the common man.
- (xii) To carry out any other incidental activities in consistent with the objectives of the Society.
- (xiii) Establishment of any Educational institute will be after getting approval from the concerned govt department.

## **(5) Membership of the Society:**

- 5.1 There shall be one category of Members in the Society. It is permissible to have different classes amongst the above, as per the decisions of the Governing Board and the Promoter Company. The Governing Board shall have absolute power to reclassify any category / categories of membership.
- 5.2 Admission of Members shall be through the following process:
- (i) Fully and properly filled applications for membership shall be submitted from the constituency / region / district where establishment of Mediation Centres are announced by the Governing Board.
  - (ii) Taking Mediation Pledge and signing the same is a prerequisite for membership.
  - (iii) The membership fee shall be paid along with application. The initial membership fee shall be INR 100.00 (Rupees One hundred only) and the annual subscription shall be INR 60.00 (Rupees Sixty only). The membership fee shall be renewable every five (5) years.
- 5.3 Application for Membership shall be considered by the Governing Board or Membership Committee constituted by the Governing Board in accordance with the Byelaws, Memorandum of the Society and such other norms as may be prescribed / adopted by the Governing Board.
- 5.4 The Governing Board may give membership of the Society to any person / organisation as per the eligibility criteria prescribed by these Bye-Laws.
- 5.5 Membership to the Society shall not be by right and shall be scrutinized and determined primarily by the Membership Committee if there is one, and finally by the Governing Board. The decision of the Governing Board regarding allotment or rejection of Membership shall be final.

## **(6) Powers, Rights and Obligations of Members:**

- 6.1 Each Member shall have one (1) vote at the general meetings of the Society. The voting right can be exercised either in person or by proxy. Appointment of proxy shall be intimated in the prescribed form, to the Governing Board, before 24 hours of the time of meeting. Third parties shall not be engaged as proxies under any situation, except where a corporate member is engaging its authorised representative through a letter of authority / resolution.

- 6.2 Members have responsibility to spread the message of Mediation and ADR and make the respective Mediation Centres to function actively in resolving disputes, for the benefit of the community at large.
- 6.3 Members shall support the Governing Board / Mediation Centres in organising seminars, conferences etc. organized by the Society.
- 6.4 Members shall comply with Rules, Regulations and Byelaws framed and adopted by the Society, from time to time.
- 6.5 Failure to pay the Annual Membership Fee within thirty (30) days of the due date will lead to the cessation of membership. However the Governing Board has powers to grant readmission, on application made by the member.
- 6.6 Any member wishing to resign must send his resignation in writing to the Governing Board of the Society. It can be sent in electronic form. Membership fee shall not be refunded in any case.
- 6.7 A person who ceases to be a member shall nevertheless remain liable for, and shall pay to the Society all money, which at the time of his / her ceasing to be a member may be due from him / her.

**(7) Management:**

- 7.1 The management of the Society shall be vested in a Governing Board which shall be composed as follows:
  - (i) The President
  - (ii) The Vice President – 1
  - (iii) The Vice President – 2
  - (iv) The Secretary
  - (v) The Joint Secretary – 1
  - (vi) The Joint Secretary – 2
  - (vii) The Treasurer
  - (viii) Member
  - (ix) Member
  - (x) Member
  - (xi) Member
  - (xii) Member
  - (xiii) Member
  - (xiv) Member
  - (xv) Member
  - (xvi) Member
  - (xvii) Member
  - (xviii) Member
  - (xix) Member
  - (xx) Member
  - (xxi) Member
- 7.2 Out of the above 21 (twenty one) members, 7 (seven) shall form the Governing Board at the time of registration and the rest of the members shall be appointed in the first Annual General Meeting of the Society in accordance with these Bye laws.
- 7.3 The President, Vice-Presidents, Secretary, Treasurer and Joint Secretaries shall be called the Office bearers of the Governing Board and others are called the Members of the Governing Board.

- 7.4 Out of the twenty one (21) members in the Governing Board, twelve (12) including the office bearers are reserved for the nominees of Promoter Company. Rest of the members shall be elected from among the Members of the Society.
- 7.5 From among the members of the Governing Board, the President, Vice-Presidents, Secretary and Treasurer shall be elected. The President, Secretary and Treasurer of the Society shall be from nominee members or representative members of Accredo International Business Private Limited, the founder member of the Society. The Joint Secretaries shall be nominated by the President from the members of the Governing Board.
- 7.6 The duration of the office of the Governing Board shall be one year.
- 7.7 In case of vacancy of any Member of the Governing Board, either at his/her own desire or otherwise, then election to such vacancy shall be conducted as soon as possible in the same manner for conducting the regular election. Till such time, if the vacancy is with respect to the post of an Officer bearer, the Governing Board shall decide as to whom among the Office Bearers / Board Members shall carry on the said function.
- 7.8 The Governing Board shall be competent to do such acts and things as the Society is by its Memorandum competent to do.
- 7.9 The Governing Board shall have the power to constitute an Advisory Board and/or such other Committees and delegate such of its powers as it may deem necessary or expedient to such Committees.
- 7.10 It shall be the duty of the Governing Board to safeguard the assets and properties of the Society.
- 7.11 The immovable assets of the Society shall not be sold or otherwise alienated without prior approval of the General Body and without the prior approval of Commissioner of Income Tax (Exemptions), if the Society holds registration under Section 12AA of the Income-tax Act.
- 7.12 Members of the Governing Board shall be indemnified by the Society against any loss or risk and expense, which may happen in the due discharge of their duties.
- 7.13 Until the first annual general meeting of the Society the following shall be the officers and members of the Governing Council.
- (i) President, Vice President-1, Vice President-2, Secretary, Treasurer and Joint Secretary-1 and Joint Secretary-2.
- 7.14 The President if present shall preside over the meeting of the Governing Board and regulate the proceedings thereof. The President shall have discretionary powers in all matters not specifically provided for in the rules and power of supervision and control. In the absence of the President, one of the Vice-Presidents shall preside the meeting of the Governing Board or the Governing Board shall select a Chairman from amongst the Office Bearers present and he/she preside the meeting of the Governing Board.
- 7.15 The Secretary shall be in overall charge of the day-to-day affairs of the Society and shall attend to correspondence of the Society. The Secretary shall also maintain the minutes of the meeting of the Governing Board and General Meetings of Members.

7.16 The Treasurer shall be responsible for maintenance of the books of accounts of the Society and for the timely submission of the same before the Governing Board and for getting the same duly audited and shall also along with the Secretary be in charge of all correspondence relating to financial matters.

7.17 All decisions of the Governing Board shall be by a show of hands and on the basis of a simple majority. In case of equality of votes the Chairman of the meeting shall have a second and casting vote. The Governing Board shall as meet as often as found necessary provided however that one meeting of the Governing Board shall be held once in three (3) months. The quorum for the meeting shall be Eight (8), out of which five (5) shall be the nominee members or representative members of Accredo International Business Private Limited, the founder member of the Society.

7.18 The Governing Board shall also have the power to:

- (i) hold, control and administer the properties of the Society;
- (ii) appoint members of the Advisory Board, Consultants, affiliate institutions, to fix their salary, consultation charges, fees, royalty etc. and to change or remove them;
- (iii) appoint employees/ staff, to fix their salary and to suspend, dismiss or remove them from employment;
- (iv) conduct meetings, seminars, symposiums, workshops, lectures etc;
- (v) convene the Annual General Meeting of the Society;
- (vi) prepare an annual account and submit the same to the Annual General Meeting;
- (vii) record resolutions of the Governing Board and those of the Annual General Meeting or of any Extraordinary General Meeting;
- (viii) enter into monetary or other legally binding obligations on behalf of the Society and to apply the funds of the Society in satisfaction of those obligations;
- (ix) open and operate bank accounts in the name of the Society and to deposit the funds of the Society in accordance with the provisions of Income-tax Act and other statutory norms.
- (x) to make Sub-Rules not inconsistent with these Bye-Laws and to propose amendments to the Memorandum and Bye-laws.
- (xi) make public statements on behalf of the Society.
- (xii) do all such matters conducive for the achievement of the Objects.

## **(8) Meetings:**

8.1 The Secretary may, on his own initiative or on the direction of the President, or on the written request of five (5) or more Office bearers / Board Members specifying the purpose, convene a meeting of the Governing Board for the consideration of any matter relating to the Society.

8.2 The Governing Board can convene an Extra Ordinary General Meeting if that is found necessary.

8.3 Notice convening any General Meeting shall be sent by the Secretary or in his absence any other officer authorised by the Governing Board, to the members not less than Five (5) days before the meeting and shall specify the place, date and time as well as the matters to be dealt with. Notice by e-mail, fax or publication in the website or any other electronic mode shall be a valid notice. Non-receipt of notice by any members shall not invalidate the decisions taken in any meeting.

8.4 Annual General Meeting of the Society shall be held once each calendar year on such day, as the Governing Board shall determine.

- 8.5 The President or, in his/her absence, any other office bearer of the Governing Board shall preside at the Annual General Meeting of the Society.
- 8.6 The business of the Annual General Meeting shall consist of:
- (i) approval of the report of the Secretary on the activities of the Society during the preceding year;
  - (ii) approval of the audited accounts of the Society for the preceding accounting year;
  - (iii) appointment of auditors for the current year;
  - (iv) election of officers and members of Governing Board;
  - (v) any other business as the Governing Board decides.
- 8.7 Any Member wishing to raise any matter at the Annual General Meeting shall give notice in writing thereof to the Governing Board not later than three (3) days before the date of the meeting. However it shall be at the discretion of the Governing Board to include that item in the Agenda.
- 8.8 The quorum for the General Meeting shall be ten percent (10%) of the total of all members. If the quorum is not present at the commencement of the meeting, the meeting will be adjourned for half an hour on the same day. The members present shall constitute the quorum for the adjourned meeting. If the meeting is called on requisition from the members it shall stand dissolved, if the quorum is not present at the appointed time.
- 8.9 Voting shall ordinarily be by electronic online voting method or show of hands at the meeting. If before or immediately after show of hands, a poll is demanded, such polling shall be by electronic voting or secret ballot as decided by the Chairman. In all matters the decision of the majority shall prevail, but in case of equality of votes, the President or Chairman shall have a second or casting vote.

**(9) Disqualification of Members:**

- 9.1 A member shall not be nominated or can contest in an election for becoming an Office Bearer or Board Member, if –
- (i) he/she has been found to be of an unsound mind by a Court of competent jurisdiction and the finding is in force; or
  - (ii) he/she has applied to be adjudicated as an insolvent and the application is pending; or
  - (iii) he/she has been convicted by a Court of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six (6) months, and a period of five (5) years has not elapsed from the date of expiry of such sentence.
- 9.2 A Board Member / Office Bearer of the Governing Board, who is found to have suppressed the above fact or has been subsequently charged of any conditions above, he/she shall be suspended from such membership of the Governing Board, as decided by the Governing Board.
- 9.3 A Board Member / Office Bearer of the Governing Board who is an authorized representative of Accredo International Business Private Limited or any Corporate Member shall cease to become a Member / Officer of the Governing Board once he ceases to be part of Accredo International Business Private Limited / Corporate Member.

9.4 A Member of the Society may be excluded from Membership of the Society by the Governing Board for reasons mentioned above or for any proven misbehaviour, dishonourable or unprofessional conduct likely to bring the Society into disrepute or against the interest of the Society. A member will also be debarred from Membership if he/she institutes litigations or represents any third party litigant against the Society.

**(10) Maintenance & Expense:**

10.1 The Society will be maintained primarily by the membership fees and subscription charges paid by the members.

10.2 The income and property of the Society, from whichever source derived shall be applied solely for the promotion of the objects of the Society as set forth in the Memorandum of Association.

10.3 All expenses and outgoings of the Society including incurred in holding meetings shall be borne by the funds of the Society.

10.4 The Governing Board shall manage the funds of the Society in the best interest of the Society and shall have power to operate, invest or otherwise deal with the same.

10.5 The Governing Board shall have the power to borrow money for the Society upon such terms as to security and rate of interest or otherwise as the Governing Board may decide.

10.6 All Bank Accounts, Deposits and other Investments shall be opened kept and made in the name of the Society.

10.7 All cheques, bills of exchange, promissory notes and other similar instruments shall be drawn in the name of and on of behalf of the Society by any of the two (2) Officer Bearers of the Governing Board or such other persons as may be authorised by the Governing Board from time to time in that behalf.

10.8 All investments of the Society shall be in conformity with the provisions of the Income Tax Act, 1961.

**(11) Accounts:**

11.1 It shall be the responsibility of the Treasurer and of the Governing Board as a whole to ensure that the Society's financial affairs are managed responsibly.

11.2 The accounts of the Society shall be prepared as on the thirty first of March (31/03) of each year.

11.3 The Governing Board shall keep the books of accounts of the Society at the registered office of the Society for the time being or at such other place, as it may think fit.

11.4 The Governing Board shall maintain proper accounts of the Society and shall prepare the annual balance sheet and income and expenditure accounts of the Society.

11.5 The accounts of the Society shall be audited once each year by a Chartered Accountant or Firm of Chartered Accountants who shall be appointed annually by members in their Annual General Meeting.



11.6 The audited accounts together with the Auditor's report shall be laid before the next Annual General Meeting of the members of the Society.

**(12) Register of Members:**

12.1 The Secretary shall maintain a list of names and addresses of all the Members. The updated list of members shall also be published in the official website of the Society.

**(13) Minutes:**

13.1 The Secretary shall record the Minutes on the proceedings of all General Meetings and meetings of the Governing Board. Minutes could be kept in loose leaf form.

**(14) Chairman's Decision Final:**

14.1 The decision of the Chairman of the meeting as to the result of voting on any question shall be final and an entry in the Minute Book signed by the Chairman of the meeting shall be conclusive of the terms of any resolution and of its having been passed.

**(15) Dispute Resolution:**

15.1 Any dispute/ issue inter-se between members or group of members of the Society or between any member or group of members against the Governing Board or the Society shall be referred to the Dispute Resolution Committee of the Society for resolution of such dispute/ issue.

15.2 The Dispute Resolution Committee shall depute a trained Mediator of the Society through a Mediation Centre to resolve the dispute/ issue by mediation. If the mediation is unsuccessful, then the Dispute Resolution Committee shall depute three (3) persons who are not directly interested with the subject matter of the dispute/ issue and they shall arbitrate the matter and shall pass an award within a period of nine (9) months from the date of their appointment and the same shall be final and binding on the parties.

**(16) Information & Notice:**

16.1 The Society shall be entitled to establish and maintain a comprehensive information centre in such format and ways as it shall deem appropriate. As part of this process, the Society is empowered to create and maintain a website.

16.2 Publication of any notice or information at the prescribed time in the official website of the Society shall be deemed to valid and required notice or information of such matter to the members under the Constitution.

**(17) Alteration of Memorandum / Bye Law:**

17.1 The Members of the Society shall have power to alter the Memorandum and / or Bye-Laws save the salient features, by majority of seventy five percent (75%) of those present and voting at a General Meeting.

17.2 The Governing Board shall have the power to correct any error or typographical mistakes that may be detected from time to time in the Memorandum and Bye Laws, which does not materially alter these documents.

**(18) Dissolution:**

- 18.1 At any time if it is found that the affairs of the Society cannot be carried on either because it has survived its usefulness or because sufficient funds or support are not forthcoming or for any other unforeseen cause or reason the Governing Board may by a majority of three-fourths of the votes of its members present recommend winding up of the Society, at an Annual General Meeting or extraordinary General Meeting specifically called for that purpose.
- 18.2 In the event of such winding up, any net assets whatever, belonging to the Society, shall not be distributed among its members but shall be donated to some other organization having objects altogether or in part similar to the Society or to the Government, to be determined by votes of not less than three-fourth of the members of the Society present and voting at a special meeting called for that purpose.

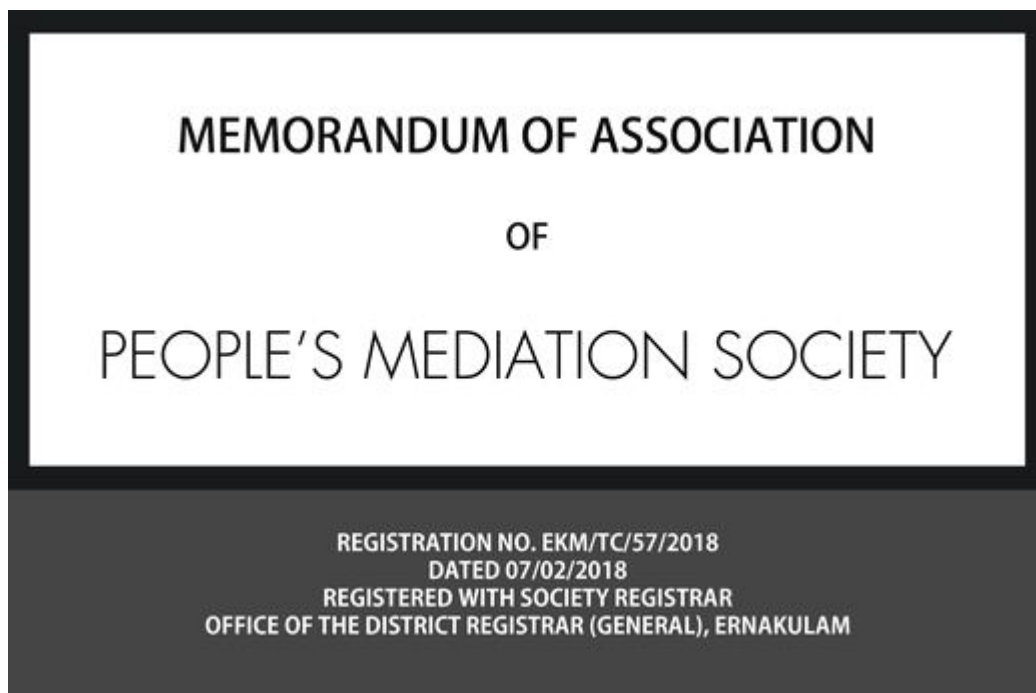
All the provisions of the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955 shall be applicable to this Society.

We hereby declare that the above written is the true extract of the bye-law of the Society agreed to and adopted at the meeting of the Governing Board of the Society on the 15<sup>th</sup> day of November, 2017.

Sd/-  
PRESIDENT

Sd/-  
SECRETARY

Sd/-  
TREASURER



- (1) The name of the Society shall be **“PEOPLE’S MEDIATION SOCIETY”**.
- (2) The registered office of the Society shall be situated at 37/3712, 50/2314A, Kottathazhathu, Chuttupadukara, Edapally, Ernakulam 682024, or any other place within the district of Ernakulam as may be decided by the Governing Board from time to time.

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- (4) The objects of the Society are:

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  - (ii) To encourage and support education, research and training in ADR.
  - (iii) To create awareness on legal rights and obligations to the people for better community living.
  - (iv) To encourage and promote legal compliance and due diligence in community life.
  - (v) To set up, administer and manage People’s Mediation Centres as centres for dispute resolution through the process of mediation and other systems of ADR.
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  - (x) To establish and coordinate clubs, associations and committees for supporting and promoting the objectives of the society.
  - (xi) To disseminate the knowledge acquired through research, experiments and experience to the common man.
  - (xii) To carry out any other incidental activities in consistent with the objectives of the Society.
  - (xiii) Establishment of any Educational institute will be after getting approval from the concerned govt department.
- 5) The incomes, earnings and properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association.
  - (6) Without prejudice to the above objects and for effectively carrying out the same, the Society shall have power to receive, hold and possess any property including securities of any kind and to construct and maintain any building. The Society shall have also the power to frame rules and bye-laws.

- (7) The management and control of the society is entrusted to the Governing Board of the society to be elected every year by the general body and shall be carried on in accordance with the Memorandum, Bye-laws and other Rules of the Society. The names, addresses and designation of the present members of the Governing Council are subscribed hereunder.

Sl.No.	Name & Address	Designation in the Society
1.	Shahin Mon	President
2.	Premlal	Vice-President-1
3.	Pradeep P.B	Vice-President-2
4.	Edison M.P	Secretary
5.	Anwar K.S	Treasurer
6.	Arunkumar B	Joint Secretary-1
7.	Ubaid	Joint Secretary-2

We the undersigned, are desirous of forming a society named "People's Mediation Society" on 15/11/2017 in pursuance of the Memorandum of Association of the Society. The Society will function in accordance with the provisions of the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955.

Sl.No.	Name & Address	Designation	Occupation	Signature
1.	Shahin Mon	President	Business	Sd/-
2.	Premlal	Vice-President-1	Business	Sd/-
3.	Pradeep K.B	Vice-President-2	Business	Sd/-
4.	Edison M.P	Secretary	Business	Sd/-
5.	Anwar K.S	Treasurer	Professional	Sd/-
6.	Arunkumar B	Joint Secretary-1	Business	Sd/-
7.	Ubaid	Joint Secretary-2	Business	Sd/-
8.	Accredo International Business (P) Ltd.	Member	Business	Sd/-

