E-Court

District Court, Vizianagaram,
Date : .08.2025.

Copy of letter of the Andhra Pradesh Judicial Officers Mutually Aided Co-operative Housing Society Limited, Tadepalli, Guntur district, along with copies of Bye-Laws, etc., communicated to all the Judicial Officers in the Vizianagaram Judicial District, for information.

Sd/ M. Babitha

Principal District Judge,
Vizianagaram.

True Copy / By Order

9/c 6-Sec.vap
Chief Administrative Officer,
District Court, Vizianagaram.

Copy to :-

The **System Officer, e-Courts** Project, District Court, Vizianagaram, with a direction to send the copy of the same **to all the Judicial Officers relating to the unit of Vizianagaram District Judiciary, through their respective official mails** and to upload the same in District Court website **vizianagaram.dcourts.gov.in** .

.Dis.No. 3426 **Date :** 26 **-08-2025.**

THE ANDHRA PRADESH JUDICIAL OFFICERS MUTUALLY AIDED CO-OPERATIVE HOUSING SOCIETY LIMITED

Reg. No: AMC/GNT/DCO/2025/4263 e-mail : apjomachs@gmail.com
Flat No. 302, Samhitha Splendid Homes, TADEPALLI, Guntur District - 522 501. Andhra Pradesh

District Judge Vizianagaram
21 AUG 2025
Administrative Officer

DIRECTORS

Sri. V. Sreenivasa Siva Rao
District Judge, Registrar (Vigilance)
High Court of Andhra Pradesh,
Amaravathi. Cell : 9848024523

Sri. V.S.S. Srinivasa Sarma
District Judge, Registrar (Administration)
High Court of Andhra Pradesh,
Amaravathi. Cell : 9490719172

Sri. S. Kamalakara Reddy
District Judge, Registrar (Judicial)
High Court of Andhra Pradesh,
Amaravathi. Cell : 9396325825

Sri. K. Syam Babu
VI Additional District and Sessions Judge,
Bapatla. Cell : 9701932020

Dr. H. Amara Rangeswara Rao
Civil Judge (Senior Division)
Deputy Secretary, Andhra Pradesh
State Legal Services Authority,
Amaravathi. Cell : 9848602984

Sri. M.S. Karimulla
I Additional Chief Judicial Magistrate,
Vijayawada. Cell : 9490337773

Smt. Nettem Radhika
II Additional Chief Judicial Magistrate,
Vijayawada. Cell : 9550615468

Sri. C. Ramana Reddy
IV Civil Judge (Senior Division) (FTC)
Vijayawada. Cell : 9676060475

Dr. Ch. Srinivasa Babu
Prl. Civil Judge (Junior Division)
Vijayawada. Cell : 9848287603

Sri. M. Sreenu
Civil Judge (Junior Division)
Administrative Officer,
A.P. Judicial Academy, Mangalagiri,
Guntur District. Cell : 7989321339

5353
R no 21/08/25

Check & Put up

D.J.

Sri. D. SESHAYYA, Chief Promotor / Chairman
XIII Addl. District and Sessions Judge (FTC) Vijayawada. Cell : 9948041719

EC
To Comrade

To, 11.08.2025

The Hon'ble Principal District Judge,
Vizianagaram District, At Vizianagaram

Respected Sir/Madam,

Sub: Request to share the proforma letter, application, and affidavit and bye laws to all the Judicial Officers in the District for enabling to join as Members in The Andhra Pradesh Judicial Officers Mutually Aided Co-operative Housing Society Limited – Reg.

***

I am happy to inform your Honour, that the **"The Andhra Pradesh Judicial Officers Mutually Aided Co-operative Housing Society Limited"** was formed and registered on **27.06.2025** with Registration No: **AMC/GNT/DCO/2025/4263** after due permission from the Hon'ble High Court of Andhra Pradesh.

The prime objective of the Society is to secure Plots or Flats for Judicial Officers. In this regard, the Society will initiate its action with the active cooperation and support of its members. So, as the present Chief Promoter of the Society, I appeal to all the Judicial Officers to become Members of this Society. I am enclosing the proforma letter to be addressed by the Judicial Officer to the Society, the Application Form, the Affidavit and bye laws.

In this regard, I request your Honour to send this request letter along with enclosures to all the Judicial Officers in your unit for enabling them to join as a Member. I request every Judicial Officer to read, understand and accept the bye-laws of the Society.

A Judicial Officer, who intends to become a Member of the Society needs to fill and submit the prescribed application and affidavit and also and purchase the Shares. The Judicial Officer is required to pay Membership Fee of Rs.100/- (Rupees One Hundred Only). Further, as per the bye-laws of the Society, each Member is required to purchase at least 10 shares of Rs.200/- each (Rs.200/- *10 = Rs.2,000/-) (Rupees Two Thousands Only). Payment to be made to the Current Account of the Society. (Q.R. Code of the Current Account of the Society is enclosed)

I am to inform that unless a Judicial Officer joins as a Member, he/she cannot purchase Shares in/of the Society. Further, a Judicial Officer can't get benefits of the activities and schemes of the Society unless he/she holds the required number of shares.

It is clarified that the Membership and consequential Shareholding is optional.

The duly filled application and affidavit with necessary payment towards the Membership and Shares should reach the Office of the Society on or before 31st August 2025.

The seniority in the Society will be based on the seniority of the Judicial Officer provided he makes payment for Membership and Shares on or by 31st August 2025.

If any Judicial Officer makes payment for Membership and Shares after 31st August 2025, the name of such Officer will be placed at the bottom, irrespective of his/her cadre

Thanking you

Yours obediently,

The Andhra Pradesh Judicial Officers Mutually Aided Co-Operative Housing Society Limited.

Chief Promoter

THE ANDHRA PRADESH JUDICIAL OFFICERS MUTUALLY AIDED CO-OPERATIVE HOUSING SOCIETY LIMITED

Registration No: AMC/GNT/DCO/2025/4263

Flat. No.302, Samhitha Splendid Homes, Tadepalli, Guntur District, PIN - 522501, Andhra Pradesh.

For Office Use Only

1	NAME OF THE JUDICIAL OFFICER : (IN BLOCK LETTERS AS PER SERVICE REGISTER)	
2	NAME OF THE SPOUSE/ FATHER :	
3	PRESENT CADRE / DESIGNATION :	
4	PLACE OF POSTING WITH DISTRICT :	
5	DATE OF JOINING INTO SERVICE AS A JUDICIAL OFFICER:	
6	PERMANENT ADDRESS :	
7	PRESENT ADDRESS FOR COMMUNICATION WITH PIN CODE:	
8	PHONE NUMBER (WHATSAPP NUMBER IS PREFERRED FOR COMMUNICATION) :	
9	E MAIL ID :	

SIGNATURE OF THE JUDICIAL OFFICER

NOTE: If there be change of the Mobile Number/e-Mail address/Address for communication, it is the duty of the Officer to Intimate the same to the Society for further communication.

AFFIDAVIT

I.....S/o.....aged.....years, resident of..... ..... is intending to join as Member of **"The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society Limited Flat. No.302, Samhitha Splendid homes, Tadepalli, Guntur District, PIN – 522 501, Andhra Pradesh, India**, do hereby declare that:

a. I have read the Bye-Laws of the Society and I understood the Rights and Responsibilities of the Member of the Society.

b. I am eligible to be a Member of the Society as per its Bye Laws.

c. I am not a Member of any other Cooperative Society providing the similar benefit.

d. I have not been allotted any House Site / Flat by the Government of Andhra Pradesh during my service in the State of Andhra Pradesh.

e. I do accept the responsibility as Member of this Co-operative Society after I am joined as a Member of this Society.

f. I undertake to abide by the Rules and Regulations of the Society

g. If this declaration is found to be false at any stage, I do accept to cancel my Membership and withdraw all consequential benefits I received being a Member of this Society.

Signature of the Member

Full Name:

Designation:

Place of Posting :

Address :

Solemnly Affirmed and Signed before me on this the day of August, 2025.

NOTARY/ADVOCATE

Place : .....
Date : .08.2025

From:	To, **Chief Promoter/ Chairman,** The Andhra Pradesh Judicial Officers Mutually Aided Co-operative Housing Society Limited, Quarters No. A4, 2nd Floor, Judges Quarters, Gunadala,Vijayawada Andhra Pradesh,520004

Sir,

Sub:	Request for Membership in The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society Limited, Tadepalli, Guntur District, Andhra Pradesh-Reg.

*****

I am to inform you that I am working as .....

I intend to join as a Member of The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society Limited Tadepalli, Guntur District Andhra Pradesh. Further, I intend to obtain Ten shares worth of Rs.200/- (Rupees Two Hundred Only) each i.e., 10 x Rs.200/- = Rs.2,000/- in the Society.

Find enclosed the details of the payment in all Rs.2100/- i.e., Rs.100/- towards Membership + Rs.2000/- towards Share

I am submitting an application with affidavit and I request you to join me as a Member of the Society and further allot Ten shares in the Society as per its Bye-laws.

Yours Faithfully,

Signature of the Member
Name :
Designation:
Address :

SBI

THE ANDHRA PRADESH JUDICIAL O

SCAN & PAY



UPI ID: theapjudicialoffmachsoc@sbi

BHIM BHARAT INTERFACE FOR MONEY | UPI UNIFIED PAYMENTS INTERFACE

yono SBI

BHIM SBIPay

G Pay

paytm

Pay

BYE-LAWS OF THE ANDHRA PRADESH JUDICIAL OFFICERS MUTUALLY AIDED COOPERATIVE HOUSING SOCIETY LIMITED, GUNTUR

1. NAME, ADDRESS, AREA OF OPERATION:

The name of the Cooperative Society shall be "**The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society Limited.**" Presently its address shall be at Flat. No.302, Samhitha Splendid homes, Tadepalli, Guntur District, PIN – 522 501, Andhra Pradesh.

The area of operation of the Society extends to the limits of entire State of Andhra Pradesh.

2. DEFINITIONS:

Words and expressions appearing in these bye-laws shall have the following meaning unless the context otherwise requires.

i)	**Act**	:	Andhra Pradesh Mutually Aided Cooperative Societies Act, 1995.
ii)	**Board**	:	The Board of Directors of the Society.
iii)	**General Body**	:	The body of all members of the Society.
iv)	**Members**	:	A member of the Society.
v)	**Registrar**	:	The Registrar within the meaning of the Andhra Pradesh Mutually Aided Cooperative Societies Act, 1995.
vi)	**Secretary**	:	The person appointed for looking after the day-to-day administration of the Society.
vii)	**Society**	:	The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society.

Chief Promoter

3. OBJECTIVE OF THE SOCIETY:

The objective of the Society is to procure, purchase or acquire developed land or land for development at market price and allot the same to the members, in accordance with the principles of cooperation, as mentioned in the APMACS Act 1995, and to maintain the said layout.

4. ACTIVITIES AND SERVICES:

In furtherance to its objective, the Society may render all or any of the following services:

i) Acquire/Purchase land as per the provisions of the APMACS Act, 1995;

ii) Lay-out the land into plots and get the lay-out approved by the Competent Authority or Authorities;

iii) Develop the land and buildings as per the approved lay-out and plan;

iv) Allot plot/plots to member/members;

v) Undertake construction of houses, buildings and infrastructural facilities, if possible.

vi) Provide or Arrange for short-term, long-term loans to the members through Banks with appropriate security for the construction of Houses/Flats;

vii) Acquire/ purchase developed plots in the approved and formed layouts.

Mutually Aided Co-operative Societies for Employees GUNTUR

Chief Promoter

viii) Undertake any other service or activity which is incidental and essential for the attainment of the objectives;

5. MEMBERSHIP:

Any person, who was/is working as Judge of the Andhra Pradesh Judiciary, as on **18.05.2025** and thereafter, is eligible to become a member of the society. Any person in whose name the Plot/House is allotted on account of Succession/Inheritance from/by the original member of the society is also eligible to become a member of the society, subject to the fulfillment of the conditions laid down in the Bye-laws/provisions of the Act, as specified by the Board, from time to time.

6. DISQUALIFICATIONS FOR MEMBERSHIP:

i. A person who is adjudged by a Court as insolvent or has been sentenced for any offence involving moral turpitude shall not be eligible to become a member of the Society.

ii. A person whose membership has ceased, because of his transferring the plot allotted to him to another person, is not eligible to become a member of the society again.

iii. A person, who was expelled from the membership of the society, is not eligible to become a member of the society, unless a period of (3) years has elapsed from the date of expulsion.

iv. The persons who suffer disqualification in the form of clause (i) (ii) and (iii) above and any other condition(s) that may be stipulated/imposed by the Government and General Body, from time to time, shall also be ineligible to be a member of this society.

Registrar of Mutually Aided Co-operative Societies GUNTUR

Chief Promoter

v. A person who is already a member of any other society with the same or similar objects shall not be entitled to similar service by this society.

vi. No employee of this society shall be eligible for membership of this society.

vii. A Judge who has been allotted a plot in the state of Andhra Pradesh, by the Government earlier shall not be entitled to be a member of this society.

7. OBTAINING OF MEMBERSHIP–PROCEDURE:

i. The Board of Directors may admit members, provided the society is in a position to provide services to such members.

ii. A person who has fulfilled the eligibility criteria as specified in these bye-laws may apply for membership in such form as required and specified by the Board and submit it to the President who will in turn place it before the Board for approval. The decision of the Board in this matter, subject to the provisions of the Act, is final.

iii. The application for membership shall be disposed within ninety (90) days from the date of application for membership and the decision together with reasons shall be communicated to the applicant.

iv. On admission, the name of every member shall be entered in the Admission Register of the society and the member shall be given a photo identity card.

v. The duplicate identity card shall be kept in the office of the society.

vi. Every member of the Society shall, upon admission, subscribe to a minimum of 10 shares of the Society,

Chief Promoter

each with a face value of Rs. 200/- (Rupees Two hundred only). In addition to the subscription amount, every member shall pay an admission fee of Rs. 100/- (Rupees One Hundred only). No member of the society should be given shares exceeding one tenth of the total authorized share capital of the society. If two or more members are joined/admitted on the same date priority will be given to Senior Serving Judge in Membership.

vii. Apart from these, the member would have to pay the cost of the plot and the development charges as decided by the society by a draft/ cheque/ online payment and obtain a receipt from the society. The member shall pay all the expenditure towards the cost of development of land and any other expenditure as prescribed by the society from time to time.

viii. Any person who is admitted and/or allotted a plot by furnishing false information will be ineligible to be a member of the society and allotment of the said plot and such membership shall be forfeited without compensation.

ix. Allotment of the membership to any individual is at the absolute discretion of the Board of Directors of the Society.

x. In case of death of the member, the membership along with plot allotted, if deed of conveyance has not yet been executed and registered, if any, shall be transferred to the Legal heirs by the Board within (45) days of the death of the member, while protecting the seniority in the membership of the society.

Mutually Aided Co-operative Societies for Guntur District
GUNTUR

Chief Promoter

8. WITHDRAWAL, CESSATION AND TERMINATION OF MEMBERSHIP:

i. **Withdrawal**: A member may withdraw his membership by submitting an application after discharging all the dues outstanding on his account and after satisfying all obligations as a guarantor. The Board shall issue orders to this effect.

ii. **Cessation**: The membership of a member shall cease:

a) on acquiring the disqualification as per bye-law (6) supra, or

b) on becoming defaulter and if the default continues beyond (90) days, provided the board may condone the delay and/or extend time by stating reasons, or

c) on the member transferring the plot allotted to him to another person, or

d) on death, if legal representatives do not become members, or

e) on expulsion from the society on the grounds of acting against the interest of the society, or

f) If it is provided that he obtained membership by making false declaration or by furnishing incorrect information by him.

iii. **Termination**:

In the event a member incurs cessation of membership pursuant to Bye-law No. 8(ii), the General Body shall be empowered to terminate such membership. The General Body shall afford the member a reasonable opportunity to provide a written explanation or be heard in person. Upon

Chief Promoter

consideration of the explanation, if the General Body finds it unsatisfactory, it may pass a resolution terminating the membership. The Board may recommend to the General Body to terminate the membership.

iv. In case termination orders are issued under Bye-law No.8 (iii), amounts relating to shares/admission or any other charges paid by the member shall be returned except the entrance fees.

9.ON WITHDRAWAL/CESSATION/TERMINATION OF MEMBER SHIP:

i. After deducting the dues and liabilities, any excess amount lying in the credit of the member shall be paid to him or to his nominee or legal heir in case of death.

ii. The Board shall take immediate action to recover the dues outstanding from the member, irrespective of the original due dates and other conditions, in case of cessation of membership.

iii. If the default is in respect of plot cost, the society shall resume the plot allotted and refund the amount paid towards plot cost by the member without any interest.

iv. In case of expulsion of a member for the activities detrimental to the interest of the society, the amounts, if any, standing to his credit be deemed to be forfeited.

v. Refundable amount, if any, shall be remitted without any interest.

GUNTUR

Chief Promoter

10. MINIMUM PERFORMANCE OF MEMBERS:

i. Every member shall pay such charges as may be levied by the society to enable it to render the service expected by it.

ii. Every member shall attend the General Body meetings and thus take part in the affairs of the society.

Iii. Each member has to render minimum performance otherwise services will be denied to him/her.

11. AMENDMENTS TO BYE-LAWS:

i) These Bye-Laws may be amended, altered, or repealed at an Annual General body Meeting or an Extraordinary General Body Meeting of the Society, provided that not less than two-thirds (2/3) of the members present and vote agreeing to the amendments. The amendments shall be registered by the District Registrar under Section 10 of the AP MACS Act then only the amendment will come into force.

ii) Any member of the Society may propose an amendment to the Bye-Laws. Upon receipt of such a proposal, the Board shall convene an Extraordinary General Body Meeting to discuss and vote on the proposed amendment. The notice of the meeting shall clearly state the proposed amendment.

iii) If the Board fails to convene an Extraordinary General Body Meeting within a reasonable timeframe, the proposed amendment shall be discussed and voted upon at the next Annual General Meeting.

iv) An amendment to the Bye-Laws can only be passed by conducting an Extraordinary General Meeting, unless otherwise specified in these Bye-Laws.

Chief Promoter

12. SERVICES THAT THE SOCIETY RENDERS:

i. Purchasing the land at Market Price or procuring land.

ii. Layout the land into plots and gets the lay-out approved by the competent authority or authorities.

iii. Develop the land; construct building as per the approved lay-out.

iv. Allot plots to its members provided that there is no cessation/ termination proceedings are pending against such member.

v. Undertake construction of houses duly constituting a separate committee out of members of the society.

vi. Provides or arranges loans for construction of houses and infrastructure of buildings.

vii. Provides amenities required.

viii. Undertakes any other service incidental to the achievement of its object.

Registrar of Mutually Aided Co-operative Societies for Guntur District
GUNTUR

Chief Promoter

13. RIGHTS OF MEMBERS:

Every member shall have the right,

i) To avail all or any of the services rendered by the society.

ii) To exercise his vote subject to the restrictions stipulated in the Act and the bye laws

iii) To receive copy of the annual report and accounts.

iv) To be contest for the post of director or office bearer provided that he is eligible to contest in the election.

v) To see his own accounts and obtain a copy on payment.

vi) To see audited statement of accounts, reports on the audit, special audit and inspection and compliance report thereon and the Act and bye-laws with up-to-date amendments.

vii) To receive copy of the minutes of the General Body meeting.

viii) To have a copy of registered bye-laws of society at cost.

14. LIABILITY OF MEMBERS:

i) The liability of the members shall be limited to the share capital subscribed by them.

ii) In case, the society is left with deficit in any year, the members are liable to make good the deficit in proportion to the services they have availed or expected to avail as decided by the General Body.

15. GENERAL BODY:

I. The ultimate authority of the society shall vest in its General Body.

II. The General Body shall deal with the following matters

Chief Promoter

GUNTUR

among others—

i) Election and removal of Directors.

ii) Consideration of–

a) The long-term perspective plan and budget whenever required.

b) The annual operational plan and budget.

c) The annual report of activities for being filed with the Registrar.

iii) Appointment and removal of auditors–

a) Auditors' report and annual audited statements of accounts for being filed with the Registrar.

b) Special audit report and enquiry report, if any.

c) Compliance report relating to Audit, Special Audit and or Enquiry Report, if any-

iv) Dispose of surplus funds

v) Management of deficit

vi) Creation of special reserves and other funds.

vii) Review of Chief Executive Officer's report on the attendance at meetings by Directors and review of the business done with the society by Directors.

viii) Review of actual utilization of reserves and other funds.

ix) Remuneration payable to Directors or internal auditors in connection with their duties in that capacity or their attendance on related meetings.

x) Constitution, re-constitution and winding-up of Representative General Body.

Chief Promoter

xi) Membership of the society in Federation and other institutions.

xii) Collaboration with other organizations and review of their working.

xiii) Amendment to bye-laws.

xiv) Expulsion of members.

xv) Dissolution of the society.

xvi) Review of the dissent notes recorded in the minutes of the Board meetings.

xvii) Any other matters proposed by the Board and requiring decision of the General Body.

xviii) The Auditors shall be from the Registered Chartered Accountants or from the registered panel of auditors of the Cooperation Department.

16. MEETINGS OF THE GENERAL BODY:

i. The Board may at any time convene General Body/ Extraordinary General Body meeting for conduct of the business.

ii. The General Body shall meet at least twice in a year.

iii. Upon receipt of a requisition signed by at least one-tenth of the members of the Society, the Board shall convene a General Body Meeting within 30 days. The requisition shall specify the proposed agenda and the reasons necessitating the meeting. Provided that, if the Board fails to convene the General Body Meeting within the stipulated period, the requisitioning members may themselves convene the meeting, as per the provisions of the MACS Societies Registration Act/Rules.

iv. The quorum for the General Body meeting is one tenth of the membership of the society. If within

Chief Promoter

one hour, the quorum is not found it shall adjourn the meeting to another date within seven (7) days.

v. No separate notice will be necessary for the adjourned meeting.

vi. In the reconvened General Body meeting, if there is no quorum, the members present shall constitute the quorum. Provided that it shall be ratified within 30 days. Ratification may be effected by obtaining written consent via Post, Email, or WhatsApp.

vii. The Secretary shall give notice of the meeting at least (10) days in advance specifying the time, date, place and agenda for the meeting.

viii. The notice of the General Body shall be by email/sms/Whatsapp (the notice posted in the Whatsapp group is deemed to be notice to all members of the group) or by giving notice in News Papers.

ix. All issues shall be decided by a majority of votes of the members present and voting. In case of equality of votes the President shall have a casting vote.

17. BOARD OF DIRECTORS:

i) There shall be a Board of Directors entrusted with the Management of the society in accordance with the provisions of the Act and the bye-laws. The Board shall consist of Eleven

Chief Promoter

(11) Directors below:

President	01
Vice-President	01
Secretary	01
Treasurer	01
Directors	07
Total	11

ii) In case votes are equally divided on any issue, the president shall get the right to cast his vote as provided in bye-law No. 24 (I)(ii) .

18. ELIGIBILITY AND IN-ELIGIBILITY FOR THE BOARD OF DIRECTORS OF THE SOCIETY:

A Director of the Board of the Directors of the Society:

i) Shall have been a voting member of the society for at least two years preceding the year of election (barring first election in the case of two years. But must be a voting member)

ii) Shall have attended the two annual general meetings immediately preceding the meeting in which he stands as a Director.

iii) Shall not have been penalized under the Act.

iv) Shall not have lost the right to vote during the preceding three (03) years or right to continue as a Director.

v) A person shall cease to be a Director, if he incurs any of the disqualifications mentioned above or absents himself from the General Body meeting without leave of absence from the President, for

Chief Promoter

two consecutive General Body meetings.

vi) Notwithstanding any other provision in these Bye-Laws, a Director shall incur disqualification for a period of three (03) years from being chosen as a Director and shall be ineligible to continue as a Director, if during their term as Director, they:

a) did not conduct election before expiry of their term

b) did not conduct the annual general body meeting within six months of closure of the financial year or a requisitioned meeting of the body within the specified time, or

c) did not place their audited accounts for the preceding financial year along with the report of the auditor before the annual general body meeting.

vii) Has defaulted in payment of dues to the society, on the date of notice convening the General Body meeting, in which election will be held.

19. TERM OF BOARD OF DIRECTORS:

The term of office for Office Bearers/Directors shall be Five years.

20. ELECTION OF DIRECTORS:

i. At the first election all the Directors are elected at once.

ii. All the members of the General Body having

Co-operative Societies for Guntur District GUNTUR

Chief Promoter

voting right shall elect Directors by secret ballot.

iii. Every year one Director will be retired and the Election Officer will decide the retirement duly conducting lot in between the Elected Directors.

iv. It shall be the responsibility of the incumbent Board to conduct elections every year before expiry of the term of the retiring Directors.

v. The Board shall appoint an Election Officer to conduct the elections of Directors and office bearers.

vi. The Election Officer shall be any retired Retired District Judge provided that the appointee is not a member of the society.

vii. The Election Officer shall conduct the elections as per the procedure prescribed under Rule 22 of APCS Rules 1964.

viii. The Board of Directors shall elect the Office Bearers, consisting of President, Vice President, Secretary and Treasurer. The election shall be held at a meeting of the Board, convened specifically for this purpose, and shall be conducted by secret ballot or through a show of hands, as decided by the Board.

ix. Any casual vacancy in the Board shall be filled by co-option by the remaining Directors of the Board for the remaining term of the Director because of the vacancy which arose.

If any Director resigns, the Board shall fill up the

Chief Promoter

vacancy by co-option.

21. MANNER OF EXPULSION/REMOVAL OF DIRECTORS:

i) The General Body can remove any Director, by giving an opportunity to him/her by giving notice to explain. Similarly it can remove any office bearer.

ii) The removal of a Director or an office bearer shall be through a 'No Confidence Motion'.

iii) Not less than 3/4th office bearers of the board or not less than 1/3rd of total membership of the General Body can send a 'Notice of No Confidence' against any office bearer or any Director to the Secretary who shall convene the Board meeting or the General Body meeting as the case may be, following the procedure prescribed for such meeting.

iv) If the 'No Confidence Motion' is against the Secretary the notice shall be sent to the President, who shall convene the General body meeting.

22. MEETING OF THE BOARD OF DIRECTORS:

i) The Board shall meet as frequently as is required to conduct the business of the society. However, it shall meet at least once in three months.

ii) The Secretary with the approval of the President shall issue notice of the meeting at least seven days in advance.

iii) Quorum of the meeting is Six (6). If there is no

Chief Promoter

quorum for any meeting, the meeting shall be adjourned to another date, which shall not be beyond one week, and if there is no quorum even for the adjourned meeting, the Directors present shall constitute quorum.

23. POWERS AND DUTIES OF THE BOARD:

I. The Board shall, in accordance with the bye-laws, have the authority to

a) Admit members

b) Elect President, Vice-President, Secretary and Treasurer.

c) Recruit staff as per requirement and fix their salaries and allowances.

d) Frame policies concerning,

i) Organization and provision of services to members.

ii) Recruitment and conditions of service of staff and their pay.

iii) Mode of custody and investment of funds.

iv) Manner of keeping of accounts.

v) Monitoring management information system including statutory returns to be filed

vi) Any other matter concerning the performance of the Society.

e) Prepare, approve and place the annual report, annual financial statements, annual plan and budget for the approval of the General Body.

f) Accept and review membership in Cooperative and other Organizations.

Chief Promoter

g) Consider Audit Report, Special Audit Report, or Inspection Report and their compliance reports and place them before the General Body.

h) Delegate powers to the Office bearers in addition to those mentioned in the bye-laws and prescribe the limits for incurring expenditure by Treasurer, Secretary and President.

i) Specify duties and responsibilities of paid Chief Executive.

j) Call General Body meeting.

k) Enter into contracts on behalf of the Secretary, settle the terms thereof and authorize an officer or Directors to execute all deeds, agreements and documents.

l) Institute, conduct, defend compromise or compound all legal proceedings by or against the society.

m) Authorize the Treasurer or one or more Directors of the Board to endorse, sell, and transfer or otherwise deal with the shares, securities on behalf of the society and issue receipts for the amounts received in connection with the business of the society.

n) Authorize the Treasurer and Secretary to operate bank accounts severally or jointly with another office bearer or Directors.

o) Approve the monthly receipts and payments

Chief Promoter

statements and annual accounts for being presented to the General Body meeting.

p) Accept withdrawal of membership and sanction refund of the share- capital.

q) Appoint Election Officer and fix his remuneration.

r) All issues shall be decided by majority of the votes of the Directors present in the meeting.

II. In all the above matters the decision of the Board of Directors is final in all respects.

24. POWERS OF THE PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER:

I. **President:** The President shall:

i) Preside over all the meetings of the Board and General Body.

ii) Exercise his casting vote when there is equality of votes except in the case of elections.

iii) Having general control over all the affairs of the Society and ensure that the Society functions in accordance with the objects, Principles of Cooperation, bye laws and policy decisions of the Board and the General Body.

iv) Represent the society in all other organizations and forums or approach to represent the society in any instance.

v) Take all steps necessary for maintaining high standards of accountability and member

Chief Promoter

consciousness in the society.

vi) He may incur expenditure in emergent cases in consultation with the Secretary pending approval of Board of Directors up to maximum of Rs.10,000/- (Rupees Ten Thousands only).

II. **Vice-President:**

In the absence or incapacity of the President, the Vice-President shall assume and exercise all presidential powers and duties, subject to subsequent ratification by the Board of Directors. Such ratification shall be obtained at the next scheduled meeting of the Board, or at a special meeting convened for this purpose.

III. **Secretary:** The Secretary shall:

i) Be the Chief Executive of the Society represent the society and implement all the decisions of the Board and General Body and ensure timely submission of all Reports and Returns to the authorities concerned.

ii) Issue meeting notices as per the provisions of the bye-laws.

iii) Carry on the correspondence of the Society and attend to routine and day-to-day work.

iv) Be the officer to sue or to be sued on behalf of the society.

v) Ensure good staff management.

vi) Appoint the staff with prior approval of the Board.

vii) Authorized to Sign the Cheques on behalf of Society.

Chief Promoter

Mutually Aided Co-operative Societies for Guntur
GUNTUR

IV. Treasurer – The Treasurer shall:

i) Be the custodian of all the properties including monies received by the society.

ii) Signs the Cash-book.

iii) Ensures that the cash on hand does not exceed the limits prescribed and ensures that all receipts and payments are carried out through cheques. However, necessary cash transactions may be accepted with the permission of the President/Secretary up to Rs.5000/- (Rupees Five Thousands only).

iv) Ensures that the assets are well managed.

v) Ensures that the records and books of accounts are properly maintained.

vi) Ensures that all statements and reports relating to the accounts are properly maintained.

vii) Be responsible for the mobilization and utilization of funds.

viii) Operates Bank accounts in accordance with the authorization of the Board.

ix) Issues, on authorization by the Board, receipts for the monies paid to the society.

x) Makes payments on authorization by the Board.

25. DEALING WITH NON-MEMBERS: The Society shall not have no dealing with non-members.

26. PENALTIES FOR ACTING AGAINST THE INTERESTS

Chief Promoter

OF THE SOCIETY:

i. Every Director, who is exercising his power or discharging his duties shall act honestly and in good faith and in the best interest of the society and shall exercise such due care diligence and skill which a reasonably prudent person would exercise in similar circumstances.

ii. If the members and employees of the society act against the interests of the society, then they are liable for penal action.

iii. If a person is guilty of misappropriation, fraud, breach of trust, cheating or any act involving moral turpitude, resulting in a loss to the cooperative society, he shall be punishable under the relevant provisions of the existing Penal laws.

27. LIABILITY OF DIRECTORS AND OFFICE BEARERS:

i) The expenditure incurred in excess of the budget provision shall be made good by the office bearers or the directors responsible for such expenditure, unless ratified by the General Body.

ii) The Directors shall be severally and jointly liable for the loss, if any, incurred by the society due to willful neglect or dishonesty on their part.

Ity Aided Co-operative Societies for Guntur District GUNTUR

Chief Promoter

28. DELEGATES TO FEDERATION:

The President is the ex-officio delegate to higher tier cooperatives of federation of which the society is a member. At any time if he is not able to represent the society in any forum, the Board shall select another Director for the purpose.

29. RIGHTS OF THE FEDERATION:

The General Body shall, while affiliating to a federation or another society, consider the right that may be delegated to the federation or the other society.

30. SHARE CAPITAL:

i. The authorized share capital of the society shall be Twenty Lakh Rupees made up of Ten Thousand shares of Two Hundred Rupees each. (Rs.200/- *10000)

ii. Each member shall hold at least 10 shares. No member of the society shall be given shares exceeding one tenth of total authorized share capital of the society.

iii. The society shall issue a Share Certificate signed by the Secretary and President with the seal of the Society to every member.

31. INTEREST ON SHARE CAPITAL:

The rate of interest payable on the paid-up share capital shall not exceed the highest rate paid by the scheduled banks to their deposits.

32. FUNDS:

The society shall, ordinarily, obtain funds from the following sources:

GUNTUR

Chief Promoter

i) Share-Capital from members,

ii) Admission fee,

iii) Loans from Scheduled Banks and other Financial Institutions.

iv) The loans obtained by the Society shall not exceed (10) times it's paid-up share capital plus the reserve fund.

33. INVESTMENT OF FUNDS:

The funds of the Society shall be utilized for the objectives of the society. Surplus funds may be invested in one or more Nationalized Banks in any non-speculative manner.

34. CONSTITUTION OF VARIOUS FUNDS AND THEIR PURPOSES:

The society shall, from its net surpluses, in each year shall allocate the funds as shown below:

S. No	Name of the Fund	Purpose for which it is used
1	Reserve Fund (25%)	To meet unforeseen losses
2	Deficit Cover Fund (5%)	To set off business losses
3	Bad Debt Reserve (10%)	To set off irrecoverable debts
4	Patronage Rebate Fund (20%)	a) To be distributed to the members in proportion to the business done by them with the Society. b) To pay interest on the share capital to the members.

Chief Promoter

5	Corporate Education Fund (10%)	To be utilized for the education of the members, office bearers and employees and general public in the principles and techniques of Cooperation both economic and democratic.
6	Building Fund (20%)	To be utilized for constructions of own building.
7	Staff Welfare Fund (5%)	To be utilized for the benefit of the staff.
8	Common Good Fund (5%)	To be utilized for the purposes mentioned in Section 2 of the Charitable Endowments Act, 1890.

35. APPOINTMENT OF AUDITOR:

The General Body, at the Annual General Body meeting, on the recommendation of the Board, shall appoint the Auditor and fix his remuneration and determine the terms and conditions. The Auditor shall be a Registered Chartered Accountant or from the approved panel of Auditors of the Cooperation Department.

GUNTUR

Chief Promoter

36. INTERNAL AUDITORS:

Internal Auditor or Auditors may be appointed by the Board, if required, to ensure that all receipts are properly accounted for and the expenditure is supported by proper authority and budget provision and to ensure that the Society runs in accordance with the provisions of the Act and bye-laws. He may be an outsider or a member of the society other than a Director or a staff member. He may be paid remuneration as determined by the General Body. Internal Auditors shall submit their reports month by month to the Secretary who will place them before the Board for their consideration.

37. LIQUIDATION:

In the event of dissolution and liquidation of the Society, the assets of the Society shall be realized and the liabilities paid off. Any surplus funds remaining after fulfillment of the external liabilities shall be distributed in the following manner:

Firstly, the share capital contributed by the members shall be refunded to them in proportion to their shareholding.

Thereafter, any amount that cannot be distributed in the above manner may be donated to any cooperative or public society in accordance with the wishes of the General Body.

38. DISSOLUTION OF THE SOCIETY:

The General Body may by a special resolution authorize its own dissolution following the provisions of Section 39 of the MACS Act. The Cooperative Tribunal may also

Chief Promoter

order dissolution of the Society on application from the Registrar or the interested member following the provisions of Section 40 of the MACS Act.

39. RECORDING OF MINUTES OF MEETING:

Minutes of the meeting of the Board and the General Body shall be recorded in the minute's book and signed by the person who chaired the meeting. The minutes shall be communicated to all persons invited for the meeting within thirty (30) days of the conclusion of the meeting.

40. PURCHASE OF LAND:

I) The Board of Directors shall be competent to take up the following Programs in the interest of the members of the society:

i) To buy lands on cost basis as per market value or to acquire land.

ii) To render the lands so purchased fit for habitation,

iii) To lay-out streets, roads and parcel out the lands as house sites,

iv) To sell or lease or otherwise deal with the sites to members or others on such terms as they may determine; and

v) To provide and maintain facilities for water supply, drainage, lighting and similar works of common utility.

Co-operative Societies for Guntur District GUNTUR

Chief Promoter

II) In case the land is acquired from private parties, the society shall, before entering into an agreement with the land owners, invariably obtain the legal opinion and also the opinion of the Revenue, Municipal and Town Planning authorities about the title of the land. The society shall also obtain permission of the General Body before developing or undertaking any development work placing the plans and estimates for the approval of the General Body.

41. ALLOTMENT OF PLOTS TO MEMBERS:

i. The Society shall maintain a register of applications and enter there, in a chronological order, the particulars of eligible applicants and follow the procedure in the bye-law 7(ii) above or as may be prescribed by the Board.

ii. The Society shall, as far as possible, endeavor to acquire an extent of site sufficient to meet the entire demand of the members. The society shall sub-divide and demarcate the site into plots to suit the needs of the applicants after ear-marked the land for the purpose of construction of buildings for providing infrastructural facilities. The Society may also acquire developed plots, for distribution, among the members.

iii. Allocation of plots to members shall be made as and when the plots become available. The allotment of plots shall be done through a draw of lots, which shall be conducted in a transparent and fair manner.

Sided Co-operative Societies for Guntur District GUNTUR

Chief Promoter

iv. The participation in the draw of lots shall be based on Seniority of admission to the membership in the Society.

v. The drawl of lots for allotment of plots shall be conducted by the Board of Directors in the presence of a serving or retired District Judge of Andhra Pradesh who shall act as an independent observer.

vi. The drawl of lots shall be held at a meeting convened specifically for this purpose, after giving due notice to all applicants sufficiently in advance, to enable them to participate and witness the drawl of lots.

vii. The draw of lots shall be conducted in accordance with the bye-laws of the society and the provisions of the relevant laws governing housing societies. The decision of the managing committee of the society regarding the allotment of plots shall be final and binding on all members. Mutual exchange of plots between members may be allowed at the discretion of the Board of Directors through mutual consent.

viii. The allotment of plots shall be strictly through drawl of lots.

ix. If the total number of plots, excluding plots not suitable for house construction, is not sufficient to meet the needs of all the applicants for plots, then allotment, by drawl, shall be made in the order of joining Seniority of the members, provided that all such members have remitted necessary deposits and are otherwise eligible for allotment of plots.

x. The allotment of plots shall be only through drawl of lots.

Chief Promoter

xi. Allotment of each plot to the members shall be limited to the availability of Plots in particular selected site based on the seniority of the membership in the society. Priority will be given to the remaining members on other site based on their Seniority of membership.

xii. The extent of plot or plots allotted to a member by the Society shall be within the limits prescribed by the Society.

xiii. No Member shall construct or cause to be constructed any Residential apartment or commercial building on the Plot, nor shall any Member alienate or transfer the Plot or any building erected thereon by way of sale, lease, or otherwise for any commercial purpose. The Plot shall be used exclusively for residential purposes.

xiv. Every member to whom a plot has been allotted shall start construction of a residential house in accordance with the plans and designs approved by the appropriate authority and the local authority within a period of six months and complete within three years from the date of conveyance of the plot.

xv. In deserving cases where the Board is satisfied extension of time may be granted, subject to a period of two (02) years for construction of houses or submission of application for loan.

xvi. If a member fails to complete the construction of the house within the stipulated period, the Board

Chief Promoter

may resume the site and allot it to another eligible member.

xvii. No member shall be allotted more than one plot.

xviii. The Society shall execute the sale deed for the plot allotted to a member on payment of its cost and fees in full.

xix. Such costs shall include the cost of the land, developmental charges, legal fees, registration charges, betterment charges etc. A member who is in default in respect to the mentioned expenditure, shall pay interest at such rate as may be fixed by the Board.

xx. Before the society executes the sale deed, the member shall also execute an agreement undertaking to pay the society any additional levy that may be made by the society to meet any such future charges as it may have to incur in connection with the plot allotted to the member.

xxi. Every member who is allotted a plot shall pay service charges at the rate per square yard per annum for a period of five years from the date of allotment of plot or till his liabilities are discharged whichever is longer as decided by the Board. Provided that the Board of Management shall have discretion either to levy service charges or not to levy while taking into consideration the financial position of the society.

xxii. There shall not be any alienation of plot either by sale or any other mode, except by inheritance within five (5) years from the date of conveyance.

Chief Promoter

xxiii. For any compelling reasons, if the member wants to transfer the plot, he shall surrender the same to the society, which shall pay back to the member, the fees and charges collected from him. The society shall accept such surrender of the plot and allot to other eligible members, according to seniority and recover the costs and charges if any for such transfer from the transferee.

xxiv. If any member wants to transfer the plot within five (05) years of possession, the society shall have the first right to conveyance. No member shall be allowed to transfer his plot without the concurrence of the Board of Directors and without registering the sale or transfer deed in his favour.

xxv. Any transfer of plots in violation of the bye-laws shall be treated as void/ illegal and consequently the transferee shall be treated as trespasser or encroacher.

xxvi. The transfer of plot to any other member or non-member beyond five (05) years is to be permitted by the society subject to issue of 'No Dues Certificate'.

42. LOANS:

i) The society may act as a nodal agency between the financial institution and members with regard to the sanction, payment and disbursement of loans to the members and recovery of loans.

ii) Loan through Banks may be facilitated by the Board.

Chief Promoter

43. ACCOUNTS AND RECORDS:

i) The society shall keep and maintain all the records, accounts and documents referred to in Section 26 of the MACS Act.

ii) The Accounting Year (Financial Year) of the society shall be from the First of April to the end of March of the succeeding year.

iii) Every year within thirty days of the conduct of the Annual General Body meeting, the Society shall file with the Registrar the Returns and other Records referred to in Section 34 of the MACS Act.

44. SETTLEMENT OF DISPUTES:

If any dispute touching the constitution, management or business of the society arises –

i) Among members, past members or a person claiming through members and deceased members or

ii) The Society, it's Board, Director, office bearers or liquidators, past or present or Between the society or its Board and any past Board, any Director, officer bearer or any past Director, past office bearer or the nominee, heir or legal representative of any deceased Director or deceased office bearer of the society, Such disputes should be referred to an arbitration.

45. REMOVAL OF DOUBTS:

If there is conflict between the Bye-laws and the provisions of the Act, the Act shall prevail over the Bye-laws.

Co-operative Societies for Guntur District GUNTUR

Chief Promoter

46. TRANSITORY BYE-LAWS:

The Chairman of the Ad-hoc Committee shall convene a meeting of all the promoter members within (60) days of registration of the society. The promoters shall consider registration expenses and approve them and elect the Board of Directors, which shall take over the direction of the affairs of the society.

47. The decision of the Board is final in all the developmental activities.

48. All the disputes arising out of the above activities will settled with mutual discussions of members with the Society. The disputes beyond such settlement shall be subject to settlement in Court/Tribunals situated in Guntur only.

49. The tentative Bye Laws of the Society are unanimously approved by the Board of Directors and decided to the name of Society as "The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society"

50. PREPARATION OF STATEMENTS:

The Society shall prepare annually in such from as may be prescribed by the Registrar.

a) Statement showing receipts and disbursements for years;

b) A profit and loss account;

c) A balance sheet; and

d) Such other statements as may be prescribed by the Registrar from time to time.



Chief Promoter

51. WRITE OFF IRRECOVERABLE PROPERTIES:

If any sum or property belonging to the society be either stolen or otherwise lost and found irrecoverable it shall be open to the General body to write off such amount or the value of property after obtaining the sanction of the Registrar.

52. UNCLAIMED AMOUNT SHOULD BE ADDED TO RESERVE FUND:

Any amount due by the society and not claimed within the period of limitation allowed by the Indian Limitation Act shall be added to Reserve Fund of the society.

53. DEPOSIT OF CASH BALANCE:

All cash balance of the society shall be deposited in the nearest bank approved by the Registrar. Payment shall as far as possible, be made by cheques. But where payment has to be made by cash on certain items the required amount of cash may be drawn from the Bank and paid within 2 days from the date of receipt cash. If for any reason payment is not made within 2 days the amount standing undisbursed should be remitted into bank.

AMC/GNT/DCO/2025/4263
Dated: 27-06-2025

SIGNATURE OF MEMBERS

1.

(Sri V. SREENIVASA SIVA RAM)

Registrar of Mutually Aided Co-operative Societies for Guntur District
GUNTUR

27625

District Co-operative Officer
Registrar of Mutually Aided Coop. Societies for Guntur District
GUNTUR

Chief Promoter

2.

(Sri S. KAMALAKARA REDDY)

3.

(Sri V.S.S.SRINIVASA SARMA)

4.

(Sri. D.SESAYYA)

5.

(Sri. K. SHYAM BABU)

6.

(Dr. H. AMARA RANGESWARA RAO)

7.

(Sri.M.S. KARIMULLA)

8.

(Smt. NETTEM RADHIKA)

9.

(Sri. C RAMANA REDDY)

10.

(Dr. CH. SRINIVASA BABU)

11.

(Sri. M.SRINU)(M. SREENU)

Chief Promoter

COOP-MAC(GNT)-1/2025-JAIMACS)-DCO(GNT

1/1423/25

GOVERNMENT OF ANDHRA PRADESH
COOPERATION DEPARTMENT

Office of the
Registrar of Mutually Aided Coop. Societies for
Guntur District
GUNTUR.

CERTIFICATE OF REGISTRATION

U/s 5 of the Andhra Pradesh Mutually Aided Co-op. Societies Act, 1995

I do hereby certify that the

The Andhra Pradesh Judicial Officers Mutually Aided Cooperative Housing Society Limited, Tadepalli Mandal, Guntur District

is registered with No: **AMC/GNT/DCO/2025/4263**

together with its Bye-laws.

Given under my hand & Seal on this 27th Day of JUNE, 2025.

Registrar of Co-operative Societies for Guntur District GUNTUR

M. Veerachari
Joint Registrar/District Cooperative Officer/
Registrar of Mutually Aided Cooperative
Societies for Guntur District:: GUNTUR

Digitally signed by
MAHANKALI VEERACHARI
Date: 27-06-2025
17:44:05