

# **Federation of Coconut Producers' Societies (CPF)**

## **Conditions**

1. Initially there shall be a minimum of 8 Coconut Producers' Societies(CPSs) registered with Coconut Development Board as members with a minimum of 40, 000 bearing palms.
2. It is desirable to have 20-25 CPSs as members and 1,00,000 bearing palms under a Federation.
3. CPS functioning under various Grama Panchayaths can form a Federation. But CPS functioning under different block panchayaths is not eligible to form a Federation.
4. The Federation should not have any political interests and should function democratically. An executive Committee under the elected President shall govern the Federation.

## **Registration**

The model bye law of the Federation with the objectives and administration is enclosed herewith. Federations formed on the basis of this bye law shall be registered with the Coconut Development Board(CDB). Prior sanction of the Board shall be attained for making modifications in the bye law. The application in the prescribed format (Annexure-II) shall be submitted to the Board along with the following documents for registration as federation.

1. Original copy of the certificate of Registration as Charitable Society
2. A copy of the bye law and Memorandum of Association of the Federation.
3. Minutes of the meeting which took the decision to register the Federation with the Coconut Development Board
4. Details of the member CPSs in the prescribed format (Annexure III)

Application for registration as Federation with the Board should be submitted to  
**The Chairman, Coconut Development Board, Kerabhavan, SRVHS Road, Kochi-682 011**

Federations found eligible for registration with the Board shall pay the registration fee of Rs.500/- by way of demand draft drawn in favour of the Chairman, Coconut Development Board, Kochi-682 011 payable at Ernakulum/Kochi. The validity of the registration shall be two years. Federations should renew their registration at least one month before expiry of the registration by paying Rs.250/-.

## **Memorandum of Association**

### **1. Name**

The Name of this Federation shall be ----- Federation of Coconut Producers' Societies.

### **2. Registered Address**

The registered address of this Federation shall be -----  
-----  
-----

### **3. Operational Area**

The area of operation of this Federation will only be in -----  
------(name of the panchayaths)panchayaths in -----( name of the block)  
block in -----(name of the district)district in -----(name of the state) State.

### **4. Objectives**

The objectives of the Coconut Producers Federation shall be:

1. To ensure integrated socio-economic advancement of the member Coconut Producers' Societies(CPSs)
2. To undertake R&D activities in coconut based farming and allied activities including participating in exhibitions and study tours in collaboration with the related R& D organizations.
3. To disseminate latest technologies in production, procurement, processing and marketing of coconut.
4. To help to adopt the package of practices recommended by the State Department of Agriculture and research organizations like State Agricultural University and CPCRI.
- 5.To make available good quality seedling to CPSs
6. To procure and make available agricultural inputs/ implements to the members at reasonable rates.
7. To implement activities aimed at improving quality of nuts and promoting primary level processing.

President

Secretary

Treasurer

8. To undertake pooling and collective marketing of the produce of the CPSs
9. To undertake measures for coconut based product diversification and value addition.
10. To form more CPSs in the operational area of the Federation if found necessary.
11. To procure coconut for processing into copra, in order to ensure fair price for the produce and to avail the benefit of Minimum Support Price(MSP) to the member CPSs.
12. To identify good quality mother palms from among CPSs.
13. To train Friends of Coconut Trees(FOCTs) and ensuring their service for CPSs.
14. To undertake up to date coconut cultivation techniques for groups of CPSs.
15. To encourage suitable intercropping in coconut holdings.
16. To periodically analyse the production and productivity of the CPSs and to initiate measures for increasing the same.
17. To help members for obtaining credit facilities at low or even zero rate of interest through Central or State government schemes like the Kissan Credit Card(KCC).
18. To work in association with government, local self government institutions, research institutes, universities, educational institutions and NGOs.
19. To collect working funds for meeting the objectives of the Federation through admission fees, subscriptions, subsidies and grants from governmental agencies and loans from various financial institutions.
20. To work in association with other similar entities, subject to applicable rules for establishing Producer Companies.

We the undersigned wish to form and function a Federation in accordance with a memorandum. This Federation shall function in accordance with Indian Societies Act ( or relevant act). It is hereby affirmed that there is no other Federation functioning under its area of operation with the same name.

President

Secretary

Treasurer

The name, address and occupation of the officer bearers of the Federation elected as per the rules and regulations of the Federation

Sl.No.	Name	Address	Occupation	Designation	Signature
1				President	
2				Vice President	
3				Secretary	
4				Joint Secretary	
5				Treasurer	
6				Member, Executive Committee	
7				Member, Executive Committee	
8				Member, Executive Committee	
9				Member, Executive Committee	

Witnesses

1. .... Signature

2..... Signature

President

Secretary

Treasurer

## **Bye-law**

### **1. Name**

The Name of this Federation shall be ----- Federation of Coconut Producers' Societies.

### **2. Registered Address**

The registered address of this Federation shall be -----  
-----  
-----

### **3. Operational Area**

The area of operation of this Federation will only be in -----  
------(name of the panchayaths)panchayaths in -----( name of the block)  
block in -----(name of the district)district in -----(name of the state) State.

### **5. Objectives**

The objectives of the Coconut Producers Federation shall be:

1. To ensure integrated socio-economic advancement of the member Coconut Producers' Societies(CPSs)
2. To undertake R&D activities in coconut based farming and allied activities including participating in exhibitions and study tours in collaboration with the related R& D organizations.
3. To disseminate latest technologies in production, procurement, processing and marketing of coconut.
4. To help to adopt the package of practices recommended by the State Department of Agriculture and research organizations like State Agricultural University and CPCRI.
- 5.To make available good quality seedling to CPSs
6. To procure and make available agricultural inputs/ implements to the members at reasonable rates.
7. To implement activities aimed at improving quality of nuts and promoting primary level processing.

President

Secretary

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8. To undertake pooling and collective marketing of the produce of the CPSs
9. To undertake measures for coconut based product diversification and value addition.
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11. To procure coconut for processing into copra, in order to ensure fair price for the produce and to avail the benefit of Minimum Support Price(MSP) to the member CPSs.
12. To identify good quality mother palms from among CPSs.
13. To train Friends of Coconut Trees(FOCTs) and ensuring their service for CPSs.
14. To undertake up to date coconut cultivation techniques for groups of CPSs.
15. To encourage suitable intercropping in coconut holdings.
16. To periodically analyse the production and productivity of the CPSs and to initiate measures for increasing the same.
17. To help members for obtaining credit facilities at low or even zero rate of interest through Central or State government schemes like the Kissan Credit Card(KCC).
18. To work in association with government, local self government institutions, research institutes, universities, educational institutions and NGOs.
19. To collect working funds for meeting the objectives of the Federation through admission fees, subscriptions, subsidies and grants from governmental agencies and loans from various financial institutions.
20. To work in association with other similar entities, subject to applicable rules for establishing Producer Companies.

#### **4. Membership**

CPSs registered with the Board within the area of operation of the Federation can be members subject to the following conditions:

- (a) CPSs shall remit prescribed membership fee and annual subscriptions.
- (b) They shall follow the rules and regulations of the Federation
- (c) They shall not enter into any such activity against objectives of the Federation.
- (d) They shall be willing to deliver produce as coconut, tender coconut, de-husked coconut, copra etc. to the Federation whenever the Federation decides to procure the same.

Those CPSs who wish to take membership shall apply in the prescribed application form along with an admission fee of Rs.1000/- and annual subscription of Rs.1000/-. The annual subscription for each year is to be remitted in advance before April to the Federation.

Committee will have the right to issue a show cause notice to CPSs which fail to adhere to the bye-laws or act against the interests and policies of the Federation. If satisfactory reply is not furnished within 14 days or the reply having been furnished, the Managing Committee, after its consideration finds that the CPS has acted against the interests of the Federation, the CPS will be removed from the membership of the Federation. Such removal should be presented before the next general body for ratification.

## **5. General Body**

1. The general body of the Federation shall consist of two members from each CPS nominated from among the Managing Committee of the respective CPSs. CPSs will have the right to alter or change the nominees at their discretion. Such alteration or change shall be preceded by a notice of 15 days.
2. Each member will have voting right.
3. The General Body shall meet at least once in each period of 12 months.
4. The financial year of the Federation shall be from 1st April to 31<sup>st</sup> March
5. The General Body shall be held annually within three months from the end of each financial year.
6. The yearly income and expenditure account, balance sheet and budget shall be presented for approval at the General Body.
7. The quorum of such General Body shall be two- third of the total membership
8. Secretary shall issue notice to members along with agenda for the meeting at least seven days in advance.
9. The general body is to directly elect President, Vice President, and Secretary, Joint Secretary, Treasurer and four Executive committee members. If necessary, the election may be conducted through secret ballot. A member contesting in an election shall not have any liability to the Federation.
10. Ordinarily, the Secretary may convene an Extraordinary General Body on the written request of two third or more of the members. If the Secretary refuses to convene such meeting, members may request the President to convene an Extraordinary General Body. If the President also refuses to do so, the members shall have the power to convene an Extraordinary General Body.
11. The Secretary shall give a notice of 10 days for proposals of amendments to the bye-laws of the Federation and the proposed amendment must be passed by the members present at the meeting called for the purpose, failing which the proposal shall lapse.
12. The Balance Sheet and Income and Expenditure Account of the Federation shall be audited and a Report submitted by a person designated by the general body.
13. The ultimate authority of the Federation, its organization and management shall rest with the General Body.

14. It shall be the responsibility of the Executive committee to implement all the programmes and policies approved by the general body.

15. If any property belonging to the Federation is stolen, missing or has become irrecoverable, only the General Body shall take a final decision on the matter.

## **6. Management**

1. The management of the Federation vests with the President, Vice President, Secretary, Joint Secretary and four Executive Committee Members elected at the General Body.

2. An auditor is to be elected from the general body to audit the Income and Expenditure Account and submit report.

3. Executive Committee has the right to form Sub Committees if necessary. However the control of the subcommittees will rest with the Executive Committee.

4. The quorum of the Executive Committee shall be 2/3. of its total strength.

5. Where votes are equal for and against a resolution, the President may exercise a casting vote.

6. The period of the executive committee shall be two years from the date of taking charge. Charge shall be handed over to the new executive committee within seven days of election.

7. If vacancy arises in the committee, Executive committee has the right to co opt members till the tenure of the committee expires.

8. A committee member who absents himself from 3 consecutive committee meetings without genuine reasons shall be removed from the committee. However if the committee feels that there is genuine reason for his/her absence, committee has the powers to allow the member to continue in the committee.

9. Executive Committee member shall not have any dues to the Federation.

10. In case of the resignation of the President, the powers of the President shall be handed over to the Vice President and the Executive Committee shall accept the resignation of the President. However, the resignation shall come into force only if the President has no liabilities towards the Federation. Vice President shall hold charge until the next General Body.

11. If, for any reason, the majority of the executive committee members resigns, the Secretary shall immediately convene an Extraordinary General Body and initiate steps for the election of a new committee.

12. The Executive Committee shall meet at least once in a month.

13. The Executive committee shall examine the quarterly income and expenditure statements, vouchers and receipts and shall pass the same if they are found to be in order.



14. President, Secretary and Treasurer shall be the signatories for the loans taken for the Federation with the approval of the committee.

## **7. Powers and responsibilities of the Office Bearers**

### **1. President**

- a) Supervising the administration of the Federation.
- b) All the documents and records of the Federation shall be in the name of the President.
- c) The President shall preside over all the Executive Committee meetings as well as General Body meetings.
- d) If the President is unable to attend any of the meetings, he must intimate the same in advance to the Vice president or Secretary.

### **2. Vice President**

- a) Vice President shall preside over the meeting in the absence of the President.
- b) Assist the President in the administration of the Federation.
- c) Discharge other duties assigned by the meeting.

### **3. Secretary**

- a) Look after the day to day administration of the Federation under the President's supervision.
- b) Keep all records and documents of the Federation except those required to be kept by the treasurer.
- c) Act as the custodian of the assets of the federation
- d) Conduct the correspondence of the Federation.
- e) Convene General Body as well as the Executive Committee Meetings and issuing notice for the same.
- f) Preparing and keeping of Reports, income and expenditure statements, balance sheets, Reports of executive committee and general body meeting, preparation of yearly budget and presentation of annual income and expenditure statement and balance sheet in the general body meeting.
- g) Make payments in accordance with the budgetary provision or as per the decision of the Executive Committee by receiving money from the Treasurer through vouchers.
- h) If additional expenditure is made with the approval of the general body , the same shall be presented as additional budget and got approved by the general body.
- i) Receiving money for the day to day expenditure of the Federation and presenting the expenditure statement in the next general body meeting and getting it approved.
- j) Discharging other duties assigned by the executive committee and the general body.

#### **4. Joint Secretary**

- a) Assisting the Secretary in the management of the Federation.
- b) Discharging the duties of the Secretary in his absence.
- c) Discharging other duties assigned by the executive committee.

#### **5. Treasurer**

- a) Treasurer is responsible for all money transaction of the Federation.
- b) Keeping record of the receipt of payments made for the Federation.
- c) Signing of official vouchers along with Secretary.
- d) Treasurer is authorized to keep in hand an amount not exceeding Rs.5000 for meeting the emergency expenses. Amounts in excess of Rs.5000 shall be deposited in Federation's account with any Nationalized Bank/ Co operative Society.
- e) Obtaining and keeping signed vouchers, bonds and forms for the expended amounts.
- f) Keeping custody of Pass Books and Cheque books.
- g) Stamping Federations seal on all receipts.

#### **8. Working Capital**

- 1) The working capital of the Federation comprises of admission fees, subscription, donation, grant in aid and loans received from Coconut Development Board or any other organization.
- 2) Donation may be received for a general or a specific purpose subject to the approval of the Executive Committee.
- 3) The working capital can be mobilized through other resources approved by the executive committee.

#### **9. Investments of the Federation**

All the investments of the Federation shall be in the name of the Federation itself. A joint account in the name of President, Secretary and Treasurer shall be opened in any Nationalized Bank/ Co operative Society approved by the committee. Any two of the above office bearers shall sign for the withdrawal of the amount

#### **10. Records to be maintained by the Federation**

1. A file of the bye law and certificates of the Federation
2. Minutes Book
3. Membership Register
4. Receipt Books

5. Income and expenditure statement book, Day Book, general ledger
6. Register of the assets and investments of the Federation
7. Passbooks and Cheque Books
8. Income and expenditure statement
9. Notice Book
10. Correspondence File
11. Inward and Outward register
12. Other registers required for the Federation.

### **11. Transactions of the Federation**

1. Secretary shall be responsible for conducting all the legal proceedings for and against the Federation.
2. Both the Executive Committee and the Federation shall equally be responsible for the loans availed by the Federation.
3. Executive Committee is responsible for collecting the dues of the Federation.

### **12. Formalities for Winding up of the Federation**

Not less than three fourths of the members may decide to terminate the Federation. If it is decided so, it shall be terminated in the same meeting or at a time as decided by the meeting. The liabilities of the Federation is to be paid off from out of its assets and if any funds or assets remain it should not be divided among the members but shall be transferred to the government or similar Federations functioning in the area.

**14.**Federation shall have a Registered office and seal

**15.** The decision of the Executive Committee shall be final in case of any doubt or dispute on any item of the Bye law.

### **16. Modification in the Byelaw**

If the Federation intends to make any modification in its bye law, it shall be intimated to the members with 10 days notice. The meeting with the required quorum shall pass the amendment with 2/3<sup>rd</sup> majority.

This Federation shall function in accordance with the Indian Societies Act(or relevant Act). This Bye law was approved by the meeting held on ----- . It is certified that this is the true copy.

President

Secretary

Treasurer

**Application form for registering Coconut Producer's Society (CPS) with the  
Coconut Producer's Federation**

1. Name & address of CPS(with pin code):
2. Charitable Society Reg No. and Date :
3. CDB Reg. No and Date :
4. Name and Address of Office Bearers  
a) President: :  
  
Phone/Mobile :  
Email :  
  
b) Vice President :  
  
Phone/Mobile :  
Email :  
  
5. Operational area of the CPS :  
Ward No.  
Panchayath/ Municipality/ Corporation
6. Name of the Krishi Bhavan under :  
which the CPS falls .
7. No. of Members :
8. Details of  
A) Area under coconut ..... Acre/Ha.  
B) No.of palms Yielding--- Non Yielding-----
9. Annual average production of coconut :.....

**Affidavit**

I hereby state that the information provided in the application is true to the best of my knowledge and there is no factual error in the documents submitted along with the application form. I also hereby affirm that I will abide by the directions issued by the Coconut Development Board from time to time for the smooth functioning of the CPF.

Place:

Date :

Signature of the Applicant

**Application form for registering Coconut Producer's Federation (CPF) with  
the Coconut Development Board**

1. Name & address of CPF(with Pin Code) :
2. Charitable Society Reg No. and Date :
3. Name and Address of Office Bearers :
- a) President: :
  
- Phone/Mobile :
- Email :
- b) Secretary :
  
- Phone/Mobile :
- Email :
  
4. Panchayath/ Municipality/ Corporation which falls under the operational area of CPF :
  
5. Name of the Block Panchayath : .
6. Name of Taluk and District :
  
7. Details of CPS under the CPF  
(to be submitted separately in the attached format)

**Affidavit**

I hereby state that the information provided in the application is true to the best of my knowledge and belief and there is no factual error in the documents submitted along with the application form. I also hereby affirm that I will abide by the directions issued by the Coconut Development Board from time to time for the smooth functioning of the CPF

Place:  
Date :

Signature of the Applicant

**Annexure-3**

**Details of the Member CPSs**

Sl. No.	Name & Address of CPS	Charitable Reg. No and Date	CDB Reg. No and Date	Details of				
				Area of land possessed by the member & his family (in Cents)	Extent of coconut cultivation within the boundaries of the CPS (in Cents)	No. of yielding palms	No. of non yielding palms	Annual Production of coconut
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
Total								