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Hyderabad Circle of Agarwal Professional (HYCAP) Constitution Amended on 22nd June -2025

1. Aims and Objectives

To effectively promote socio-cultural interactions among the Professional Agarwal Community in the twin cities, aiming to contribute to the upliftment of the Agarwal Community and make meaningful contributions to society at large.

2. Activities for Promoting Aims and Objectives


2.1 To encourage members and their families to excel in their respective spheres of activities and professions. Host an annual awards ceremony recognizing exceptional achievements in various fields such as business, education, arts, sports, and community service. Categories can include "Business Excellence," "Academic Achievement," "Cultural Contribution," and more.

2.2 Celebrate cultural festivals relevant to the Agarwal traditions, such as Teej, Deepawali, Sankranti, Holi, and other significant cultural occasions. It includes traditional music, dance, art exhibitions, and food stalls to showcase Agarwal heritage.

2.3 Maintaining details of all the members and their families in the form of HYCAP Directory for establishing contacts at special occasions like marriages, childbirth, medical or any other emergency.

2.4 Moral and material support to the member families at the time of special occasions like marriages, childbirth, medical or any other emergency.

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2.5 Organization of excursion tours to the places of community interest and arrangement of informative guest lectures.

2.6 Assistance with new entrants to Hyderabad through help in accommodation and other miscellaneous areas.

3. Management

3.1 The association shall be managed by an Executive Committee (EC) consisting of the following:

President One
Vice President One
Secretary One
Joint Secretary One
Treasurer One
Members Five (Two members to be ladies) Immediate Past President

Membership can be by members or their spouses.

3.2 The term of the Executive Committee shall be for a period of one year i.e. from 1st July to 30th June of next year. The new body will therefore be elected at the latest by June 15th every year and take over charge from 1st July of the same year.


Details of the election procedure are given in clause 4 of the constitution.

The EC will meet at least once a month either in person or online and maintain the minutes in Minutes Register.

3.3 The EC will organize get-togethers of all the member families, as frequently as possible, say about once in 3 months and promote fellowship.

3.4 The EC shall maintain accounts for all receipts and expenditures and annual accounts to be placed before the GB and duly approved during AGM. The quorum required for the General Body Meeting will be one third of the membership. All decisions can be based on Simple Majority. In case there is no quorum, the meeting can be adjourned. The new meeting can be rescheduled for 10 minutes without any need to give advance notice and no quorum will be necessary for the rescheduled meeting.

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3.5 All assets of HYCAP such as banners, public address system etc. will be managed by team of Vice President and Joint Secretary. An asset register will be maintained. These will be handed over to the new EC at the completion of the term of the committee.

3.6 EC can form subcommittees for any activity or any function by co-opting members from the General Body.

4. Elections to the Executive Committee

4.1 The new President shall be elected by the existing EC as follows:

The Vice President will automatically take over as President. If he declines, the secretary will be asked to take over as President. If he also declines, the existing EC will elect / select one person (having at least two years' experience on the EC) out of the existing EC members for the post of President.

If the process as above does not result in selecting a president, then the same will be reported to GB for necessary action.

4.2 The new Secretary will be elected / selected by the existing EC members from amongst the EC members keeping in mind the following points:

He should be able to go well with the President. He should be active and promoter of HYCAP aims.


He should be resourceful (typing, computer, clerical, office resources etc.) He should be having preferably two years' experience in the EC.

4.3 The finalization of the new President and Secretary should preferably be completed before the AGM every year.

4.4 The General Body will elect the remaining members (at least two ladies) as members to the EC. The HYCAP members should ensure that only active people who are interested in promoting the aims and objectives of HYCAP are elected to the EC.

4.5 Any member seeking election to the EC should be having at least one year's standing in HYCAP and should have attended minimum 3 functions during the year can only contest and fill his nomination form for the EC.

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4.6 If the adequate No. of applications seeking election to the EC is not received by the due date as specified by the returning officer, then the balance names can be identified and finalized by the General Body.

4.7 Election of EC members should be completed by 1st July every year.

4.8 Newly elected committee will then elect / select the Vice President, Joint Secretary and Treasurer from amongst the elected members. The Vice President should be preferably having one year experience on the EC. The Treasurer should preferably have some financial management experience.

4.9 All EC members have equal rights. In case of a tie, the President will put his casting vote.

4.10 The allocation of responsibilities for various activities to the members of EC can be done within the committee. Mandatory activities to be undertaken are selection of new members undertaking social get together, any other special events or programs like sports day, music day etc.

4.11 Publishing HYCAP Highlights, HYCAP directory, Rolling Trophy.

4.12 All members of the outgoing EC are eligible for re-election through the General Body except that those who have served on the EC for 4 years have to give a break of at least one year before seeking re-election.


5. **Membership Rules**

5.1 Membership is open to Agarwal Professionals in Hyderabad. Agarwal is one of whose Gotra is any of the 18 Agarwal Gotras.

5.2 Professional means those persons who are qualified and experienced in any profession such as Engineers, Doctors, Architects, CAs, Lawyers, MBAs, IIMs, IAS, IPS and Allied Services, Defense Commissioned Services or any other person who has achieved outstanding status in his profession.

5.3 These people may be working in Government or Semi-Government or Private or Self-Employed or Retired.

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5.4 A nominal One-time new membership fee of Rs.2500.00 is to be charged for becoming new members of the association. This can be changed through recommendation of EC to the GB and duly approved in AGM/EGM.

5.5 Annual subscription would be Rs.12,500.00. This can be changed through recommendation of EC to the GB and duly approved in AGM/EGM. Members joining for less than half of the year will be charged 50 % of the annual subscription amount for the year.

The members should pay the subscription for the year on or before 31st August of the year. A one-time, late payment fee of Rs. 100/- will be charged after 31st August, till 30th September failing which it will be assumed that the member concerned is not interested in HYCAP. The subject would be brought to the attention of the EC and suitable action to that effect to be taken and shared with the members concerned.

5.5 The No. of members in HYCAP shall not exceed 100.


6. **Membership Procedure**

6.1 There shall be a membership committee constituted as follows: Convener Membership Committee - to be elected / selected by EC, President and Secretary

6.2 Any person seeking membership to HYCAP will submit his application complete in all respect along with documents on the prescribed Performa, to the Convener Membership Committee. This can be done online also using scanned copies of the documents.

6.3 The application will be proposed by one existing member (of one year standing) and seconded by another existing member (of one year standing). A member can propose only one candidate and second only one (different) candidate for the nomination / election to the EC.

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6.4 The convener will discuss all applications in the membership committee. The membership committee based on the Gotra, education, financial, social and professional status of the person under consideration will recommend for consideration to the EC.

6.5 The EC before final decision will invite the applicant and his spouse at least at one of the social meetings for fellowship to give them a feeling of the HYCAP atmosphere. The applicant will be requested to introduce him and the family to the meeting.

6.6 After the step at 6.5, the person concerned will get duly inducted into HYCAP by paying the requisite sums as entrance and annual membership.

6.7 There is no place for inactive members in HYCAP. If a member or EC member misses 3 consecutive functions / meetings, his membership will be liable for termination. The membership committee will automatically consider this matter and if felt necessary recommend to the EC for his termination of membership.


6.8 If the activities of any member are found to be detrimental to the interests of the Association, their membership may be terminated by a two-thirds majority decision by the Executive Committee, subject to ratification by the General Body.

6.9 When the HYCAP membership reaches 100, new members will be considered only for the retiring / termination of old members, if any.

6.10 In case it is approved by the EC, the association can seek affiliation with the state / national associations of the community.

This being adopted on 22nd June 2025 in the General Body and supersedes all other previous documents

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