

**RULES & REGULATIONS  
OF  
"ST. MICHAEL'S ALUMNI ASSOCIATION"**

<b>EXISTING</b>	<b>PROPOSED ( Approved in CEC)</b>
<b>1. DEFINITIONS:</b>	
1.1 Association Means : St. Michael's Alumni Association.	
1.2 Committee Means : Executive Committee of the Association.	
1.3 Office Bearer Means : President, Vice - President, Secretary, Joint Secretary and Treasurer	
1.4 Year Means : A year commencing on 1 <sup>st</sup> day of April and ending on 31 <sup>st</sup> day of March of the succeeding calendar year	
1.5 Act. Means : The Societies Registration Act 21,1860	
1.6 General Body Means : The General Body of Members of the Association whose names are borne in the Central Register of Membership and have voting rights	
1.7 Bye - Laws Means : Bylaws that may be in force from time to time under the regulations of the Association	
1.8 Chapter Means : Chapter of the Association, formed in accordance with these Regulations and / or bylaws.	<del>1.8 Chapter Means : Chapter of the Association, formed in accordance with these Regulations and / or bylaws.</del>

1.9 Chapter Body Means : :A :The General Body Members of the Association whose names are borne in the respective Chapter Register of Membership and who have voting rights.	<del>1.9 Chapter Body Means : :A :The General Body Members of the Association whose names are borne in the respective Chapter Register of Membership and who have voting rights.</del>
1.10 Permanent Member Means: A permanent member, as defined in classes of membership.	1.8
1.11 Secretary Means : The Hon. Secretary of the Association.	1.9
1.12 The Executive Authority Means: The Central Executive Team of the Association.	1.10 The Executive Authority Means: The Central Executive Committee of the Association.
1.13 President Means: The President of the Association.	1.11
	1.12 President-Elect Means: President-Elect of the Association mean the person succeeding the President in the immediately next term.
	1.13 Vice President Means : The Vice President of the Association.
	1.14 Jt. Secretary Means : The Hon. Jt. Secretary of the Association.
	1.15 Treasurer Means : The Treasurer of the Association.
1.14 Prescribed Means : Prescribed by or under these Regulations or bye laws made under these Regulations.	1.16
1.15 Coordinator Means : The coordinator of the Chapter.	<del>1.15 Coordinator Means : The coordinator of the Chapter.</del>
1.16 Words importing singular number and / or masculine, gender include plural number and / or feminine gender and vice versa.	<del>1.16 Words importing singular number and / or masculine, gender include plural number and / or feminine gender and vice versa.</del>

## 2. CLASSES OF MEMBERSHIP:

2.1 Permanent	
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<b>3. CRITERIA FOR PERMANENT MEMBERSHIP:</b>	
<p>3.1 Any individual who has passed 10<sup>th</sup> or 12<sup>th</sup> standard from St. Michael's High School and subscribes to the object of the association may be admitted as permanent member provided he has studied at least 2 years continuously at St. Michael's High School, Digha Ghat, Patna, except for 1969 class for whom one year study at St. Michael's High School, Digha Ghat, Patna, shall be applicable. The individual shall be eligible for membership only after 5 years of passing ISC/12<sup>th</sup> Standard and 7 years after passing 10<sup>th</sup> Standard from St. Michael's High School, DighaGhat, Patna. Till such period the individual shall be eligible to receive newsletter or any such publication after paying requisite amount to the Association.</p>	

**4. POWER OF PERMANENT MEMBER:**

<p>4.1 A permanent member shall have the right to vote and participate in all events and have the right to vote and can stand for the post of any office - bearer of the Association.</p>	
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**5. APPLICATION FOR ADMISSION TO MEMBERSHIP:**

<p>5.1 The application for membership to the said association may be submitted to the Secretary in prescribed form duly filled and signed by the applicant and identified by the <u>identifier</u>. In case of any of its chapter through the coordinator of the said chapter. This application shall be forwarded to the Secretary to be ratified by the executive committee.</p>	<p>5.1 The online/offline application for membership to the said association may be submitted in prescribed form on the platform specified on school website on the payment of prescribed fees.</p>
<p>5.2 In case of any chapter to whom the application has been submitted fails to forward the same within 30 days, The applicant may submit fresh application directly to the President/Secretary together with the advice about the payment already made.</p>	<p><del>5.2 In case of any chapter to whom the application has been submitted fails to forward the same within 30 days, The applicant may submit fresh application directly to the President/Secretary together with the advice about the payment already made.</del></p>
<p>5.3 The Central Executive Team may reject any application for membership or admit the applicant to the other class of membership and such decision shall be final. On rejection, the monies received from the applicant shall be refunded forthwith. If</p>	<p>5.2 The Central Executive <b>Committee</b> may reject any application for membership <b>applicant if found ineligible as member</b> or admit the applicant. <del>to the other class of membership and such decision shall be final. On rejection, the monies received from the</del></p>

<p>such rejected application was sponsored by any chapter, the chapter concerned may be informed of the grounds of such rejection and the application and the applicant will not be entitled to know the grounds of such rejection.</p>	<p><del>applicant shall be refunded forthwith. If such rejected application was sponsored by any chapter, the chapter concerned may be informed of the grounds of such rejection and the application and the applicant will not be entitled to know the grounds of such rejection.</del></p>
<p>5.4 The Applicant shall be deemed to be a member of the Association from the date on which he is admitted as a member and his subscription will become due as in regulation 6 and 7.</p>	<p>5.3 The Applicant shall be deemed to be a member of the Association from the date on which he is admitted as a member and his subscription will become due as in regulation 6 and 7.</p>

#### 6. MEMBERSHIP FEE (ONE TIME):

#### 6. MEMBERSHIP FEE (ONE TIME)

<p>6.1 For Permanent Membership - Rs.500/-</p>	<p>6.1 For Permanent Membership - Rs.1000/-. <b>Central Executive has the power to determine the fees from time to time subject to ratification by General Body (GB).</b></p>
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#### 7. BAR ON MEMBERSHIP OF THE ASSOCIATION:

<p>7.1 Any person who has been rusticated from school or expelled on grounds of indiscipline or misconduct is debarred from becoming the member of this Association.</p>	
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#### 8. SUSPENSION OF MEMBERSHIP:

<p>8.1 The Central Executive Team reserves the right to suspend/terminate membership of an individual from association after due investigation and by a resolution of three - fourths majority of its members present and voting at the meeting. He may be suspended/terminated for any act of commission or omission in violation of the Memorandum and the interest of the Association of continuous neglect or refusals to abide by the regulations and bye law of the association or the concerned chapter, or is likely to bring discredit to the Association. However, that no such resolution to suspend a member shall be passed unless the member concerned has been given an opportunity to explain his conduct. Any member suspended / terminated by the Central Executive Team shall cease forthwith to be entitled to the benefits and rights of membership: but he shall have a right to</p>	<p>8.1 The Central Executive <b>Committee</b> reserves the right to suspend/terminate membership of an individual from association after due investigation and by a resolution of three - fourths majority of its members present and voting at the meeting. He may be suspended/terminated for any act of commission or omission in violation of the Memorandum and the interest of the Association of continuous neglect or refusals to abide by the regulations and bye law of the association <del>or the concerned chapter</del>, or is likely to bring discredit to the Association. However, that no such resolution to suspend a member shall be passed unless the member concerned has been given an opportunity to explain his conduct. Any member suspended / terminated by the Central Executive <b>Committee</b> shall cease forthwith to be entitled to the benefits and rights of membership: but he shall have a right</p>
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appeal against any such decisions to the General Body of the Association in a General Meeting immediately following such suspension, provided he files the memorandum of appeal with the Secretary within sixty days of his suspension.	to appeal against any such decisions to the General Body of the Association in a General Meeting immediately following such suspension, provided he files the memorandum of appeal with the Secretary within sixty days of his suspension.
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**9. EXPULSION FROM MEMBERSHIP:**

9.1 Any member may be expelled from the Association by the General Body, provided that such decision is taken by a two - thirds majority vote of members present and voting a General Meeting held for the purpose and the member proposed to be expelled has been given an opportunity to explain the charges leveled against him.	
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**10. CESSATION OF MEMBERSHIP:**

10.1 A member shall ipso facto, cease to be a member of the association on his death or if he is adjudged an insolvent or if he is adjudicated by a competent Court to be of unsound mind or is convicted of an offence involving moral turpitude, or if he withdraws his membership.	
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**11. EXECUTIVE COMMITTEE:**

11.1 Central Executive Committee	11.1 Central Executive Committee (CEC)
11.2 Subject to overall control, direction and supervision of the General Body of the Association, the governance, conduct and management of the affairs of the Association shall be entrusted to the Central Executive Committee which shall consist of 30 members including office bearers: - 11.2.1 President. 11.2.2 Vice President. 11.2.3 Hon. Secretary. 11.2.4 Hon. Jt. Secretary, 11.2.5 Hon. Treasurer. 11.2.6 Moderator.	11.2 Subject to overall control, direction and supervision of the General Body of the Association, the governance, conduct and management of the affairs of the Association shall be entrusted to the Central Executive Committee which shall consist of 36 members including office bearers:- 11.2.1 President 11.2.2 Vice President 11.2.3 Hon. Secretary 11.2.4 Hon. Jt. Secretary 11.2.5 Hon. Treasurer 11.2.6 Moderator <b>Members will be nominated annually. The current principal of St. Michael's High School, Digha Ghat, Patna shall be the Moderator</b>

	of the Association and shall be a member of the Central Executive Committee.
11.3 The Central Committee shall consist, of 30 members selected by the elected office bearers. The immediate Past President shall be a standing member of the committee.	11.3 The Central Committee shall consist, of 36 members selected by the elected office bearers. The immediate Past President shall be a permanent invitee of the committee. Also moderator and president elect shall be permanent invitee with no voting rights.
11.4 The President for the forthcoming year shall be elected in the current year but he shall remain President Elect with no power in the current year.	

**12. FUNCTIONS OF THE CENTRAL EXECUTIVE TEAM:**

**12. FUNCTIONS OF THE CENTRAL EXECUTIVE COMMITTEE:**

12.1 The Central Executive team shall have the following powers, functions and duties :	12.1 The Central Executive Committee shall have the following powers, functions and duties.
12.2 To admit members	12.2 To admit members and approve to be included in the Register of Members.
12.3 To remove the name of any member from membership	12.3 To terminate any member and delete the name from Register of Member.
12.4 To suspend a member.	
12.5 To arrange, deal with and manage the finance & funds of the Association.	
12.6 To invest any monies of the Association not immediately required for the purpose thereof.	
12.7 To appoint personnel for any work connected with the affairs of the Association and to suspend / discharge / remove them and to define from time to time their remuneration and other terms & conditions of employment / engagement.	
12.8 To institute, defend or compromise any legal proceedings concerning the Association.	
12.9 To execute and sign all deeds and documents and to enter into contracts or engagements on behalf of the association and to secure the fulfillment thereof.	12.9 To authorize any Office Bearer (s) to execute and sign all deeds and documents and to enter into contracts or engagements on behalf of the Association and to secure the fulfillment thereof.
12.10 To appoint Sub - committee and define their terms of reference, functions, duties and powers.	12.10 To appoint Sub-committees, and its Chairperson, and define their terms of reference, functions, duties and powers.

12.1.1. To appoint advisers, consultants and attorneys.	
12.12 To appoint Hon. Editor for the Association's Journal.	12.12 To appoint an Editor for the Association's <b>Magazine, Journal and service provider for social media and website.</b>
12.13 To maintain up-to date central register of members.	
12.14 To maintain minutes of the Association's general meetings, Annual and Special Central Executive Team another Central sub - committee meeting.	12.14 To maintain minutes of the Association's general meetings, Annual and Special Central Executive <b>Committee</b> another Central sub - committee meeting.
12.15 To convene Annual General Meetings or Special General Meetings of the Association either on requisition or suo-motto.	12.15 To convene Annual General Meetings or Special General Meetings of the Association either on requisition or suo moto, <b>to be notified by Secretary.</b>
12.16 To prepare and present Annual Report and Balance Sheet, and Statement of Accounts of the Association.	
12.17 To purchase or otherwise acquire for the Association any property, interests, rights, privileges, powers or concessions, which the Association is authorized to acquire at such price and on such terms & conditions, as it may think fit.	
12.18 To fit in any casual vacancy in the Central Executive Team by co - option.	12.18 To <b>fill</b> in any casual vacancy in the Central Executive <b>Committee</b> <del>by co-option.</del>
12.19 To accept donation, grants, gifts and bequests of money and property and rights to property.	
12.20 To exercise the borrowing powers and obtain credits for the Association from Banks/Financial Institutions and to utilize the same in the name and on behalf of the association.	
12.21 To make necessary rules or bye - laws for the conduct and management of the affairs of the Association and to make amendments thereof.	12.21 To make necessary <b>Guidelines</b> for the conduct and management of the affairs of the Association and to make amendments thereof.
12.22 To recommend for amendment of these Regulations.	
12.23 To set aside out of the income or the capital of the Association such sums as it thinks fit and proper as a reserve for purchase of land, buildings and belongings for the Association.	
12.24 To create Trusts and / or Foundations out of the Association's own funds or out of donations, grants. Gifts or bequests made by any person or Associations specifically in that behalf, for any particular purpose not inconsistent with the objects of the association and to execute Trusts deeds and to appoint Trustees to administer the trust.	

12.25 To start provident fund, gratuity fund, pension fund and other funds in the interest of the employees of the Association and to manage, deal with, and dispose of the same.	
12.26 To form chapters and supervise their functioning.	<del>12.26 To form chapters and supervise their functioning.</del>
12.27 To provide a common seal of the Association and to keep it in safe custody.	<del>12.25</del> To provide a common seal of the Association and to keep it in safe custody.
12.28 To inform Rector and Principal of St. Michael's High School, DighaGhat, Patna, of all activities of the Alumni Association.	<del>12.26</del> To inform Rector and Principal of St. Michael's High School, DighaGhat, Patna, of all activities of the Alumni Association.
12.29 To do all other acts and things for the fulfillment, furtherance and promotion of the interests of the Association and its aims and objects, subject to the Regulations.	<del>12.27</del> To do all other acts and things for the fulfillment, furtherance and promotion of the interests of the Association and its aims and objects, subject to the Regulations.
12.30 The Accounting year for the Alumni Association shall be 1 <sup>st</sup> April to 31 <sup>st</sup> March.	<del>12.28</del> The Accounting year for the Alumni Association shall be 1 <sup>st</sup> April to 31 <sup>st</sup> March.

**13. CHAPTER EXECUTIVE COMMITTEE:**

13.1 A chapter can be set up after getting clearance from the Executive Committee. This Chapter can be formed outside Patna District.
13.2 The formation of a chapter is restricted to one in each metropolis / city (District H.Q.) / town.
13.3 Subject to overall supervision of the Central Executive Committee and subject to the control, direction and supervision of the Chapter, the governance, conduct and management of the affairs of the Chapters shall be entrusted to a Chapter Executive Committee.
13.4 The Chapter Executive Committee shall be composed of the following : 13.4.1. Chapter President. 13.4.2. Hon. Chapter Secretary. 13.4.3. Hon. Chapter Treasurer.

**~~13. CHAPTER EXECUTIVE COMMITTEE:~~**

<del>All contents to be deleted.</del>

**14. FUNCTIONS OF THE CHAPTER EXECUTIVE COMMITTEE:**

14.1 A Chapter Executive Committee shall have the following powers, functions & duties.
14.2 To recommend admission to membership.

**~~14. FUNCTIONS OF THE CHAPTER EXECUTIVE COMMITTEE:~~**

<del>All contents to be deleted.</del>
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- 14.3 To carryout directives and advices from the Central Executive Team.
- 14.4 To fill in any casual vacancy in the Branch Executive Committee by Co - option.
- 14.5 To arrange deal with and manage the finances & funds of the Chapter.
- 14.6 To invest any monies of the Chapter not immediately required for the purpose there of.
- 14.7 To appoint necessary personnel for any work connected with the affairs of the Chapter and to suspend/discharge/remove them and decide form time to time their remuneration and other terms & conditions of employment/ engagement.
- 14.8 To institute, defend or compromise any legal proceedings concerning the chapter with the permission of the Central Executive Committee.
- 14.9 To execute, sign all deeds and documents and enter into contracts or engagements on behalf of the chapter and secure fulfillment thereof with the concurrence of the Central Executive Team.
- 14.10 To appoint Chapter sub - committees and define their functions, duties and powers.
- 14.11 To appoint advisers, consultants and attorneys.
- 14.12 To work as a link between the Central Executive committee and the members of the Chapter and to collect fees, subscriptions and other payment form such member on behalf the Association.
- 14.13 To maintain up to date and proper Chapter register of members.
- 14.14 To maintain minutes of the Chapter General Meetings - Annual or special - Chapter Executive Committee and Chapter Sub -Committee meetings.
- 14.15 To convene Chapter Annual General/Special General Meetings either on requisition or suomoto.
- 14.16 To approve prepared and presented Chapter Annual Report, Chapter Balance Sheet and regular Chapter Statement of Accounts.

14.17 To purchase or otherwise acquire for the Chapter and property, interests right, privileges, powers or concessions which the Chapter is authorized to acquire at such price and generally on such terms &.conditions as it may think fit and with prior approval of the Central Executive Team and in name of Association

14.18 To accept donations, grants, gifts and bequests of money and property or rights therein with the prior approval of the Central Executive Team.

14.19 To report to the Central Executive Team about the affairs and activities of the Chapter and to maintain close communication for smooth functioning of the Association.

14.20 To recommend to the Central Executive Team for amendment of the Constitution.

14.21 To set aside out of the income sums as it thinks fit and proper as a reserve for purchase of land, buildings and belongings for the Chapter.

14.22 To start provident fund, gratuity fund, pension fund and other funds in the interest of the employees of the Chapter and to manage deal with and dispose of the same.

14.23 To create Trust *and/or* Foundations out of the Chapter's own funds, or out of donations, grand gifts or bequests made by any person or institution specifically in that behalf, for any particular purpose not inconsistent with the objects of the Association and to execute Trust Deeds and to appoint Trustees to administer the Trusts.

14.24 To do all other acts and things for the fulfillment, furtherance and promotion of the aims and objects and the interests of the Association in general and the Chapter in particulars, with the prior approval from the Central Executive Team.

**15. ELECTORAL CONSTITUENCIES:**

15.1 The Permanent members of the Association whose names are borne on the Central Register of Permanent Members and

**13. ELECTORAL CONSTITUENCIES:**

13.1 The Permanent members of the Association whose names are borne on the Central Register of Permanent Members and

who have voting rights, shall constitute a single constituency for the election of the Central Executive Team.	who have voting rights, shall constitute a single constituency for the election of the <b>Office Bearers</b> .
15.2 The Permanent Members of the Association whose name are borne on the concerned Branch Register of Permanent Members and who have voting rights, shall constitute a single constituency for the election of the Chapter Executive team.	<del>15.2 The Permanent Members of the Association whose name are borne on the concerned Branch Register of Permanent Members and who have voting rights, shall constitute a single constituency for the election of the Chapter Executive team.</del>

**16. ELECTION OF OFFICE BEARERS/MEMBERS OF THE CENTRAL EXECUTIVE COMMITTEE/ CHAPTER EXECUTIVE COMMITTEE:**

**14. ELECTION OF OFFICE BEARERS/MEMBERS OF THE CENTRAL EXECUTIVE COMMITTEE/ CHAPTER EXECUTIVE COMMITTEE:**

<p>16.1 General Criteria:</p> <p>16.1.1 Term of Office: one Year for all elected members.</p> <p>16.1.2 All the Office bearers of the central Executive team shall be elected annually.</p> <p>16.1.3 All the office bears of chapter Executive Team shall be elected annually.</p> <p>16.1.4 All contestants should be physically present at the time of Election otherwise their candidature would be declared null and void.</p>	<p>14.1 General Criteria:</p> <p><b>14.1.1 All office Bearers will be elected during AGM.</b></p> <p><b>14.1.2 Term of Office: Two Year for all elected Office Bearers. All office bearers and the President-Elect shall be elected during the Annual General Meeting.</b></p> <p><b>14.1.3 All the Office bearers of the central Executive Committee shall be elected once in two years.</b></p> <p><del>16.1.3 All the office bears of chapter Executive Team shall be elected annually.</del></p> <p>14.1.4 All contestants should be physically present at the time of Election otherwise their candidature would be declared null and void.</p> <p><b>14.1.5 In case of vacancy, the vacant post shall be filled by nomination by Central Executive Committee which shall be valid till remaining of the terms.</b></p> <p><b>14.1.6 Candidates contesting election should not have attained 65 years of the age on the date of nomination.</b></p>
<p>16.2 Eligibility for President And Secretary:</p> <p>16.2.1 President: Any bonafide member who has passed ISC/ICSE/XTH/XIITH from St. Michael's High School, Digha Ghat, Patna at least 20 years ago from the date of election is eligible to contest for the post of President of the Association.</p>	<p><b>14.2 Eligibility:</b></p> <p><b>14.2.1 President and Vice President:</b> Any bonafide member who has passed ISC/ICSE/XTH/XIITH from St. Michael's High School, Digha Ghat, Patna at least 20 years ago from the date of election is eligible to contest for the post of President <b>and Vice President</b> of the Association.</p>

<p>16.2.2 Secretary: Any bonafide member who has passed ISC/ICSE/XTH/XIITH from St. Michael's High School, Digha Ghat, Patna at least 20 years ago from the date of election is eligible to contest for the post of secretary of the Association.</p>	<p>14.2.2 Secretary, <b>Joint Secretary and Treasurer</b>: Any bonafide member who has passed ISC/ICSE/XTH/XIITH from St. Michael's High School, Digha Ghat, Patna at least 15 years ago from the date of election is eligible to contest for the post of secretary, <b>Joint Secretary and Treasurer</b> of the Association.</p>
<p>16.3 Notice for Nomination: 16.3.1 The President /Secretary concerned by the order of the concerned Executive Authority in the year in which elections are due shall give notice to all the concerned members in a day in 1<sup>st</sup> week of, January in case of both the Association or any of its Chapters inviting nominations for elections to the concerned Executive Authority for the ensuring Annual election,</p>	<p>14.3 Notice for Nomination: 14.3.1 The President/Secretary concerned by the order of the concerned Executive Authority in the year in which elections are due shall give <b>general</b> notice of the Annual General Meeting to all the concerned members <b>specifying the date, time and place of the AGM by posting on the school website for ensuring election. Such notice shall be published at least 21 clear days prior to the date of the AGM.</b> 14.3.2 Together with the finalization of the date of the AGM/Election, the Central Executive Committee shall nominate a member preferably past Office Bearers as the Electoral officer to conduct the election and to have the power to appoint Additional or Assistant Electoral Officer for the above said process.</p>
<p>16.4 Nomination: 16.4.1 All nomination in prescribed form, indication the name of the candidate and the office for which he is nominated together with the signature of the candidate (s) nominated proposed and seconded, all being permanent members, shall be sent to the President/Secretary concerned, so as to reach him not <b>late than</b> (twenty one days) from the date of notice calling for nominations.</p>	<p>14.4 Nomination: 14.4.1 All nomination in prescribed form, <b>indicating</b> the name of the candidate and the office for which he is nominated together with the signature of the candidate (s) nominated, proposer and seconder, all being permanent members, shall be sent to the <b>Electoral Office</b>, so as to reach him not <b>later than fifteen clear days before the date of Election.</b> 14.4.2 Nomination fees finalized by Central Executive Committee shall be applicable to person who files nomination.</p>
<p>16.5 Scrutiny: 16.5.1 The concerned Executive Authority or a Sub - Committee thereof specifically authorized in this behalf shall scrutinize the nomination papers within three days of the last date of receipt of nominations and prepare a list of valid nomination and send the same within the next three days to all the candidates whose nominations have been found valid.</p>	<p>14.5 Scrutiny: 14.5.1 The Electoral Officer shall scrutinize the nomination papers within three days of the last date of receipt of nominations and prepare a list of valid nomination and circulate the list of valid nominations within the next day by posting the same on school notice board and website and by any other mode as deemed fit by the electoral officer.</p>
<p>16.6 Withdrawal:</p>	<p>14.6 Withdrawal:</p>

<p>16.6.1 Any candidate for election till the time of election. may withdraw his nomination</p>	<p>14.6.1 Any candidate can withdraw his nomination till 72 hrs prior to the start of the AGM.</p>
<p>16.7 Voting:  16.7.1 A voter exercising his voting right, shall do so by putting a clear cross mark on the Ballot paper against the name of the candidates whom he wishes to elect and without signing or putting any mark of identification thereon. A ballot paper shall be deemed to be invalid:  16.7.1.1 If votes are cast in excess of the number of vacancies for the respective offices: or  16.7.1.2 In case of any deviation from the procedures laid down for this purpose.</p>	<p>14.7</p>
<p>16.8 Counting of votes and announcement of the results of election:  16.8.1 The closed envelopes containing the ballot envelopes along with the names of candidates elected uncontested shall, within 1 day from the last date receipt of ballot papers, be handed over to one or more Retuning officers, who shall be appointed for the purpose by the concerned Executive Authority/ whose duty shall be to open the envelopes, scrutinize the ballot paper, reject the invalid votes, count the valid votes and tabulate the voting and declare the results of election together with the names of persons elected uncontested, as soon as the counting is over.</p>	<p>14.8</p>
<p>16.9 Finality of Elections:  16.9.1 Announcement of election results by Returning Officer (s) shall be final and not open to question, provided however that in the case of any tie between two or more candidates for election, drawing lots at the Annual General Meeting concerned shall <u>do elimination</u> of one or more candidates.</p>	<p>14.9</p>
<p>16.10 Co - option  16.10.1 The newly constituted Central Executive Team consisting of its elected and ex - officio members may co - opt up to four other permanent members, as members of the Branch Executive Team for the concerned year.</p>	<p><del>16.10 Co - option  16.10.1 The newly constituted Central Executive Team consisting of its elected and ex - officio members may co - opt up to four other permanent members, as members of the Branch Executive Team for the concerned year.</del></p>

<p>16.10.2 Similarly, the newly constituted Branch Executive Team consisting of its elected and ex - officio members, may co - opt up to four other permanent members, as members of the Branch Executive Team for the concerned year.</p>	<p><del>16.10.2</del> Similarly, the newly constituted Branch Executive Team consisting of its elected and ex - officio members, may co - opt up to four other permanent members, as members of the Branch Executive Team for the concerned year.</p>
<p>16.10.3 The co - opted members shall have the same <u>statues</u> and rights as the elected and ex - officio members of the Central Executive Team or Branch Executive Team, as the case may be.</p>	<p><del>16.10.3</del> The co - opted members shall have the same <u>statues</u> and rights as the elected and ex - officio members of the Central Executive Team or Branch Executive Team, as the case may be.</p>
<p>16.11 Casual Vacancies in the Executive Authority:  16.11.1 The seat of an Office - bearer or an ordinary member of the Central Executive Team/Branch Executive team shall be deemed to have fallen vacant:  16.11.1.1 If such office - bearer or executive member ceases to be a member of the Association, or  16.11.1.2 If he absents himself from three consecutive meetings of the Central Executive Team/branch Executive Team without previously obtaining leave of absence, or  16.11.1.3 If he resigns from the membership of the Central Executive Team/Chapter Executive Team and his resignation /s accepted.</p>	<p><del>14.10</del> Casual Vacancies in the Executive Authority:  <del>14.10.1</del> The seat of an Office - bearer or an ordinary member of the Central Executive <del>Committee</del>/Chapter Executive <del>Committee</del> shall be deemed to have fallen vacant:  <del>14.10.1.1</del> If such office bearer or executive member ceases to be a member of the Association, or  <del>14.10.1.2</del> If he absents himself from three consecutive meetings of the Central Executive <del>Committee</del>/chapter Executive <del>Committee</del> without previously obtaining leave of absence, or  <del>14.10.1.3</del> If he resigns from the membership of the Central Executive <del>Committee</del>/Chapter Executive <del>Committee</del> and his resignation /s accepted.</p>
<p>16.11.2 If a vacancy of an Office bearer or an ordinary member of the Central Executive Team/Chapter Executive Team occurs, the Central Executive Team/Branch Executive Team shall be entitled to fill up from amongst the permanent members of the association/Chapter for the remaining term of the concerned Executive Authority.</p>	<p><del>14.11.2</del> If a vacancy of an Office bearer or an ordinary member of the Central Executive <del>Committee</del>/Chapter Executive <del>Committee</del> occurs, the Central Executive <del>Committee</del>/Chapter Executive <del>Committee</del> shall be entitled to fill up from amongst the permanent members of the association/Chapter for the remaining term of the concerned Executive Authority.</p>
<p>16.11.3 In case during the election to the concerned Executive Team the number of valid nomination is found to be less than the number of vacancies to be filled the election shall not be withheld nor shall be deemed to be invalid. The positions thus remaining vacant shall however be filled up by the remaining members of the Association or the Chapter as the case may be.</p>	<p><del>14.11.3</del> In case during the election to the concerned Executive <del>Committee</del> the number of valid nomination is found to be less than the number of vacancies to be filled the election shall not be withheld nor shall be deemed to be invalid. The positions thus remaining vacant shall however be filled up by the remaining members of the Association or the Chapter as the case may be.</p>
<p>16.12 Assurnption of Office by the Executive Team:  16.12.1 The office bearers and members of the concerned Executive Team will take office immediately after the announcement of election results at the Annual General Meeting</p>	<p><del>14.12</del> Assumption of Office by the Executive <del>Committee</del>:  <del>14.12.1</del> The office bearers and members of the concerned Executive <del>Committee</del> will take immediately after the announcement of election results at the Annual General Meeting</p>

and the outgoing Authority shall hand over charge within 30 days thereof.	and the outgoing Authority shall hand over charge within 30 days thereof.
16.13 Limitation on Holding Office in case of Central Executive Team. 16.13.1 No Elected Office member shall hold the same office in the Central Executive Team for more than two consecutive terms except for the post of President which shall be for one year only.	14.13 Limitation on Holding Office in case of Central Executive Committee. 14.13.1 No Elected Office Bearer shall hold the same Office or Nominated member of the Central Executive <b>Committee</b> for more than two consecutive terms except for the post of President which shall be for <b>two</b> year only.
16.14 Removal from office: 16.14.1 The General Body or the concerned Branch Body, may by a resolution passed by two - thirds majority of the members present in a concerned special General meeting, remove from Office any Office bearer (s) or member (s) of the concerned Executive Team before the expiry of the period of office in accordance with procedure laid down for calling such meetings.	14.14 Removal from office: 14.14.1 The General Body <del>or the concerned Branch Body,</del> may by a resolution passed by two - thirds majority of the members present in a concerned Special General meeting, remove from Office any Office bearer (s) <del>or member (s) of the concerned Executive</del> <b>Committee</b> before the expiry of the period of office in accordance with procedure laid down for calling such meetings.
16.15 <b>MEETING OF THE EXECUTIVE AUTHORITIES:</b> 16.15.1 The Central Executive Team shall meet and transact the business of the Association normally at least once in three months and as often as may necessary.	14.15 Meeting of The Executive <b>Committee:</b> 14.15.1 The Central Executive <b>Committee</b> shall meet and transact the business of the Association normally at least once in three months and as often as may be necessary.
16.15.2 The Branch Executive Team shall meet to transact the business of the Branch at least once in 3 three month and as often as may be necessary.	<del>16.15.2 The Branch Executive Team shall meet to transact the business of the Branch at least once in 3 three month and as often as may be necessary.</del>
16.15.3 One - week notice shall ordinarily be given for a meeting of the Executive except in the case of emergency.	14.15.2 One - week notice shall ordinarily be given for a meeting of the Executive except in the case of emergency.
16.15.4 While sending notice to the Central Executive Team members the Secretary shall forward detailed notice on the agenda items to be discussed at the meeting inviting the view of the Central Executive Team Members. The views received from them shall be taken into consideration in arriving at decisions on each of the items.	14.15.3 While sending notice to the Central Executive <b>Committee</b> members, the Secretary shall forward detailed notice of the agenda items to be discussed at the meeting inviting the view of the Central Executive <b>Committee</b> Members.
16.15.5 All business transacted at the meetings shall be recorded in a Minute Book. Minutes of a meeting shall be confirmed at the next meeting.	14.15.4 All business transacted at the meetings shall be prepared and recorded in a Minute Book <b>by the Secretary</b> . Minutes of a meeting shall be confirmed at the next meeting.

<p>16.15.6 The meetings of the concerned Executive Authority shall be presided over by the President concerned, and in his absence, by the Vice President or in their absence, by any member elected by the members present to preside over the meeting.</p>	<p><del>16.15.6 The meetings of the concerned Executive Authority shall be presided over by the President concerned, and in his absence, by the Vice President or in their absence, by any member elected by the members present to preside over the meeting.</del></p>
<p>16.15.7 In case of any emergency, any business to be transacted by the concerned Executive Authority may be transacted and a decision taken by a circular containing a detailed note on the agenda item hereon on the basis of the views of the majority.</p>	<p><del>16.15.7 In case of any emergency, any business to be transacted by the concerned Executive Authority may be transacted and a decision taken by a circular containing a detailed note on the agenda item hereon on the basis of the views of the majority.</del></p>

<p>16.16 Quorum  16.16.1 The quorum for the meetings of the Central Executive Team and Chapter Executive Teams shall be, unless specified otherwise, two third of the total number of executive committee. In the event of meeting being adjourned due to lack of quorum, it shall be held after one hours of the time fixed, unless otherwise decided by the majority of the members present in which case all members will be entitled to receive notice of the rescheduled meeting. There <b>shall will</b> be no minimum quorum requirement for <b>rescheduled</b> meeting.  16.16.2 Each <b>members</b> shall have one vote and in case of a tie, the President of the meeting shall have a casting vote.</p>	<p><b>14.16</b> Quorum  <b>14.16.1</b> The quorum for the meetings of the Central Executive <b>Committee</b> and Chapter Executive <b>Committee</b> shall be, unless specified otherwise, <b>1/4<sup>th</sup></b> of the total number of Executive committee. In the event of meeting being adjourned due to lack of quorum, it shall be held after one hour of the time fixed, unless otherwise decided by the majority of the members present in which case all members will be entitled to receive notice of the rescheduled meeting. There <b>shall will</b> be no minimum quorum requirement for <b>rescheduled</b> meeting.  <b>14.16.2</b> The quorum of GB meeting will be <b>1/5<sup>th</sup></b> of the total number of members present and voting.  <b>14.16.3</b> Each <b>members</b> shall have one vote and in case of a tie, the President of the meeting shall have a casting vote.</p>
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**POWER AND FUNCTION OF THE OFFICE BEARERS:**

<p><b>17.1 The President:</b>  17.1.1 In addition to the powers, functions and duties given elsewhere in these Regulations, the President of the Association and Head of a Chapter, subject to the control of the concerned Executive Authority shall:</p>	<p><b>15.1a President:</b>  <b>15.1.1</b> In addition to the powers, functions and duties given elsewhere in these Regulations, the President of the Association and Head of a Chapter, subject to the control of the concerned Executive Authority shall:</p>
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<p>17.1.2 Preside over and conduct the proceedings of the Annual General and Special General Meetings of the Association / Chapter.</p> <p>17.1.3 Preside over and conduct the meeting of the concerned Executive Authority. Prepare agenda and call for meeting.</p> <p>17.1.4 Exercise power vested in him.</p> <p>17.1.5 Supervise the work of the Association/Chapter.</p> <p>17.1.6 Lead delegations on behalf of the Association/Chapter.</p> <p>17.1.7 Represent generally Association/Chapter.</p>	<p>15.1.2 Preside over and conduct the proceedings of the Annual General and Special General Meetings of the Association—/ Chapter.</p> <p>15.1.3 Preside over and conduct the meeting of the concerned Executive Authority. Prepare agenda and call for meeting.</p> <p>15.1.4 Exercise power vested in him.</p> <p>15.1.5 Supervise the work of the Association/<del>Chapter</del>.</p> <p>15.1.6 Lead delegations on behalf of the Association/<del>Chapter</del>.</p> <p>15.1.7 Represent generally Association/<del>Chapter</del>.</p> <p><b>15.1b Vice President:</b></p> <p>15.1.8 Vice President, in absence of the President shall execute duties of President.</p> <p>15.1.9 The Vice President shall be responsible for Supervision and Maintenance of the Social media platforms of the Association.</p>
<p><b>17.2 The Secretary:</b></p> <p>17.2.1 The Secretary concerned, subject to the control of Executive team and general supervision of the President concerned shall:</p> <p>17.2.2 Prepare agenda for the meetings and also call the meetings.</p> <p>17.2.3 Manage the office of the Association/Chapter including matters pertaining to the employees of the Association/Chapter.</p> <p>17.2.4 Institute and defend any legal proceedings in law courts and other places and sign and execute all deeds and documents Vakalatnamas of the Association/Chapter, as and when specifically authorized in this behalf.</p> <p>17.2.5 Issues notices and convene all the concerned General meetings - Annual and Special and meetings of the concerned Executive Team and Subcommittees and Special Committees, if any as required.</p> <p>17.2.5 Maintain Minutes Book the concerned General meetings - Annual and Special and meetings of the Executive Team, Sub Committees and Special Committees, if any.</p> <p>17.2.7 Maintain proper and accurate records, books, files and papers regarding the working of the Association/ Chapter.</p>	<p><b>15.2 Secretary:</b></p> <p>15.2.1 The Secretary subject to the control of Executive <b>Committee</b> and general supervision of the President concerned shall:</p> <p>15.2.2 Prepare agenda for the meetings and also call the meetings.</p> <p>15.2.3 Manage the office of the Association/<del>Chapter</del> including matters pertaining to the employees of the Association/<del>Chapter</del>.</p> <p>15.2.4 Institute and defend any legal proceedings in law courts and other places and sign and execute all deeds and documents Vakalatnamas of the Association/<del>Chapter</del>, as and when specifically authorized in this behalf.</p> <p>15.2.5 Issues notices and convene all the concerned General meetings - Annual and Special and meetings of the <del>concerned</del> Executive <b>Committee</b> and Subcommittees and Special Committees, if any as required.</p> <p>15.2.6 Maintain Minutes Book the concerned General meetings - Annual and Special and meetings of the Executive <b>Committee</b>, Sub Committees and Special Committees, if any.</p> <p>15.2.7 Maintain proper and accurate records, books, files and papers regarding the working of the Association/<del>Chapter</del>.</p>

<p>17.2.8 Maintain proper and accurate records, books, files and papers regarding the working of the Association/Chapter.</p> <p>17.2.9 Conduct generally all the affaires of 'the Association/Chapter.</p> <p>17.2.10 Discharge all such functions and have all such powers as may be conferred under these regulations and/ or the bye-laws concerned and / or by the General Body/Branch Body and / or by the concerned Executive Team.</p>	<p><del>15.2.8 Maintain proper and accurate records, books, files and papers regarding the working of the Association/Chapter.</del></p> <p>15.2.8 Conduct generally all the <b>affairs</b> of the Association / Chapter.</p> <p><b>15.2.9</b> Discharge all such functions and have all such powers as may be conferred under these regulations and/ or the bye-laws concerned and / or by the General Body/<del>Chapter Body</del> and <del>/or</del> by the <del>concerned</del> Executive <b>Committee</b>.</p>
<p><b>17.3 Treasurer/Chapter Treasurer:</b></p> <p>17.3.1 The Treasurer shall:</p> <p>17.3.2 Have custody of all funds of the Association/Chapter which shall be deposited in a Public Sector Bank (s) or Post Office subject to his retaining as imprest cash of not more than Rs. 5,000/- at any point of time.</p> <p>17.3.3 Pass records for <b>all months</b> received.</p> <p>17.3.4 Keep a correct and detailed account of all the income and expenditure of the Association / Chapter.</p> <p>17.3.5 Make payment only when supported by a voucher signed by the President/<i>Secretary</i> and countersigned by him.</p> <p>17.3.6 Prepare a Statement of income and expenditure every month for the consideration of Central Executive Team/Chapter Executive Team.</p> <p>17.3.7 Submit to members at the Annual General Meeting a detailed income and expenditure account together with the balance sheet for the year duly certified by the auditors appointed by the General Meeting.</p>	<p><b>15.3 Treasurer/Chapter Treasurer:</b></p> <p><b>15.3.1</b></p> <p><b>15.3.2</b> Have custody of all funds of the Association/Chapter which shall be deposited in a Public Sector Bank (s) or Post Office subject to his retaining as imprest cash of not more than Rs. <b>10,000/-</b> at any point of time.</p> <p><b>15.3.3</b></p> <p><b>15.3.4</b> Keep a correct and detailed account of all the income and expenditure of the Association/<del>Chapter</del>.</p> <p><b>15.3.5</b></p> <p><b>15.3.6</b> Prepare a monthly Statement of income and expenditure for the consideration of Central Executive <b>Committee</b>/<del>Chapter Executive Committee</del>.</p> <p><b>15.3.7</b></p>
<p><b>17.4 .Joint Secretary:</b></p> <p>17.4.1 The Joint Secretary in the absence of the secretary concerned shall execute the duties of secretary.</p>	<p><b>15.4 Joint Secretary:</b></p>
	<p><b>15.5 Removal of Office Bearers:</b> All office bearer should be present in all the meeting. Absence from three CEC meeting without prior leave will lead to disciplinary action.</p>

**18. MEETINGS:**

**18.1 General Meeting**

**16. MEETINGS:**

**16.1 Annual General Meeting**

<p>18.1.1 The respective Annual General Meetings of the Association and the Chapters shall be held within one hundred eighty days in case of the Association and within 90 days in case of a Chapter, on the expiry of the year, subject to the proviso that the first Annual General meeting of any new Chapter shall be held within 15 months from the date of its coming into existence.</p>	<p>16.1.1 The Annual General Meetings of the Association <del>and the Chapters</del> shall be held every year, within 12 or a maximum period of 15 months under special circumstances. In case the AGM in the election year is delayed beyond a period of 12 months, and the tenure of the extant office bearers gets over, the Moderator shall become the Convenor of the Central Executive Committee till the next AGM and shall endeavour to hold the elections at the earliest.</p>
<p><b>18.2 Business at the Annual General Meeting</b>  18.2.1 The following business shall be transacted in the Annual General Meeting.  18.2.2 Confirmation of the minutes of the previous Annual General Meeting.  18.2.3 Consideration and adoption of the Annual Report.  18.2.4 Consideration announcement of the election results of the concerned Executive Committee.  18.2.5 Formal Announcement of the election results of the concerned Executive Committee.  18.2.6 Appointment of Auditor for the ensuring year and fixation of his remuneration if any.  18.2.7 Any matter brought under Regulation.  18.2.8 Any other matter allowed by the President in the open House of the Association.</p>	<p><b>16.2 Business at the Annual General Meeting</b>  16.2.1 The following business shall be transacted in the Annual General Meeting.  16.2.2 Confirmation of the minutes of the previous Annual General Meeting.  16.2.3 Consideration and adoption of the Annual Report.  16.2.4 <b>Elect Office Bearers of the Association.</b>  16.2.5 Appointment of Auditors for the ensuring year and fixation of his remuneration if any.  16.2.6 <b>Any matter brought under Regulation 17.</b>  16.2.7  16.2.8 Any other matter allowed by the President in the open House of the Association.</p>

**19 RESOLUTION AT THE ANNUAL GENERAL MEETING:**

<p>19.1.1 Any member desiring to move any resolution or motion in the Annual General Meeting shall give notice along with a copy of the resolution/motion to the Secretary concerned so as to reach him at least 30 days before the date of such meeting.</p>
<p>19.1.2 On receipt of the proposed resolution the Secretary shall inform the Central Executive Team/Branch Executive Team about it and may include or reject proposed resolution in the Agenda for the Annual General Meeting in consultation with the president.</p>
<p>19.1.3 If the Central Executive Team / Branch Executive Team is of the opinion that the proposed resolution is prejudicial to the</p>

**17. RESOLUTION AT THE ANNUAL GENERAL MEETING:**

<p>17.1.1</p>
<p>17.1.2 On receipt of the proposed resolution the Secretary shall inform the Central Executive <del>committee</del> /Chapter <del>Executive committee</del> about it and may include or reject proposed resolution in the Agenda for the Annual General Meeting in consultation with the President.</p>
<p>17.1.3 If the Central Executive <b>Committee</b> / Chapter <del>Executive Committee</del> is of the opinion that the proposed resolution is</p>

interest of the Association, it will direct the Secretary not to include in the Agenda of the Annual General Meeting.	prejudicial to the interest of the Association, it will direct the Secretary not to include in the Agenda of the Annual General Meeting.
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**20.1 SPECIAL GENERAL MEETINGS:**

**18.1 SPECIAL GENERAL MEETINGS:**

20.1.1 Special General Meeting of the General Body and the Chapter Body of members shall be convened: 20.1.2. On Requisition of One - third of the total number of Permanent members with voting rights, or fifty such members, whichever is more. 20.1.3 By the respective Executive Committee as and when considered necessary.	<del>18.1.1 Special General Meeting of the General Body and the Chapter Body of members shall be convened:</del> <b>18.1.2. On Requisition of at least 100 Permanent members with voting rights.</b>  <del>18.1.3 By the respective Executive Committee as and when considered necessary.</del>
20.1.4 A resolution for a Special General Meeting shall be in writing and signed by the requisitioner and sent to the Secretary concerned. The requisitionists shall clearly give the proposed resolution to be considered at the Special General Meeting along with the requisition.	<b>18.1.4</b>
20.1.5 The Secretary under the Executive Authority concerned shall, within fifteen days of the receipt of the requisition, issue a notice to the permanent members with voting right to the Association or the Chapter, as the case may be, together with a copy of the requisition and the resolution as also solicit their views either in favour of or against the resolution which shall be considered and counted at the time of voting if any, thereon.	<del>18.1.5 The Secretary under the Executive <b>Committee</b> concerned shall, within <b>one month</b> of the receipt of the requisition, issue a notice to the members with voting right of the Association or the Chapter, as the case may be, together with a copy of the requisition and the resolution fixing the date and place of the Special General Meeting <del>the resolution as also solicit their views either in favour of or against the resolution which shall be considered and counted at the time of voting if any, thereon.</del></del>
20.1.6 If no notice of a Special General Meeting on requisition is issued by the Secretary concerned within one month of receipt of the requisition, the requisitionists themselves may convene the Special General Meeting by giving 30 days notice to permanent members of the Association of the Chapter, as the case may be, together with a copy of the requisition. While giving notice they shall, also solicit the views of the permanent members with voting rights either in favour or against the resolution, which will be considered and counted at the time of voting if any, thereon. Any decision taken or resolution passed at such meetings subject to Regulation shall be valid and the expenses incurred by the	<b>18.1.6</b> If no notice of a Special General Meeting on requisition is issued by the Secretary concerned within one month of receipt of the requisition, the requisitionists themselves may convene the Special General Meeting by giving 30 days notice to permanent members of the Association of the Chapter, as the case may be, together with a copy of the requisition. While giving notice they shall, also solicit the views of the permanent members with voting rights either in favour or against the resolution, which will be considered and counted at the time of voting if any, thereon. Any decision taken or resolution passed at such meetings subject to Regulation shall be valid and the expenses incurred by the

requisitionists in convening such meeting shall be payable by the Association or the Chapter, as the case may be.	requisitionists in convening such meeting shall be payable by the Association or the Chapter, as the case may be.
20.1.7 No Subject other than the subject specified shall be discussed at a special General Meeting.	18.1.7

**20.2 NOTICE FOR GENERAL MEETING:**

20.2.1 Notice of a General Meeting - ***The Secretary concerned*** by the orders of the concerned Executive Authority shall issue Special, at least 30 days before the date of the meeting. Such notice shall state the place, date and time of the meeting and also the agenda of the meeting. Such notice shall be sent to all the members on the respective membership registers as on the date of issue of the notice to their registered address;, either by hand delivery or by post. Any Inadvertent omission to give notice to, or any non - receipt of such notice by any member, shall not invalidate the proceedings of the meeting.

**20.3 ADJOURNMENT OF GENERAL MEETING:**

20.3.1 If within half an hour from the time appointed for the meeting there be no quorum, the meeting if convened on requisition shall stand dissolved and in any other case shall stand adjourned to the next date.

20.3.2 The president may with the consent of the house adjourn a meeting from time to time and place to place, but no such adjournment shall be made for a period beyond 45 days.

20.3.3 No business shall be transacted in any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

**20.4 VOTING IN THE GENERAL MEETING:**

20.4.1 A resolution which is put to vote in the meeting shall be decided by simple majority, unless a ballot is demanded, by show of hands by at least one third of the members present.

**20.5 MINUTES OF THE GENERAL MEETING:**

20.5.1 The Association and the Chapters shall cause minutes of the proceedings of the General Meetings - Annual and Special to be entered in the Minute Book kept for the purpose. The minutes shall also contain the names of the members present and be

**18.2 NOTICE FOR GENERAL MEETING:**

18.2.1 Notice of a General Meeting - The Secretary by the orders of the ~~concerned~~ Executive Committee shall issue notice of the Annual or Special General Meeting at least **21 clear days prior to the date of the meeting. Such notice shall state the place, date and time of the meeting and also the agenda of the meeting. Such notice shall be sent to all the members on their registered email ID's or by way of any other electronic mode as decided by the Central Executive Committee.**

**18.3 Adjournment of General Meeting:**

19.3.1 If within half an hour from the time appointed for the meeting there be no quorum, the meeting if convened on requisition shall stand dissolved and in any other case shall stand adjourned to the next date. **The members present for the meeting on the adjourned date shall constitute the quorum for the meeting.**

18.3.2

19.3.3

**18.4 VOTING IN THE GENERAL MEETING:**

**18.5 Minutes of the General Meeting:**

19.5.1 The Association ~~and the Chapters~~ shall cause minutes of the proceedings of the General Meetings - Annual and Special to be entered in the Minute Book kept for the purpose. The minutes shall also contain the names of the members present and be

signed by the President ever the meeting. The minutes of the meeting shall be laid before the next Annual General Meeting.	signed by the President <b>chairing</b> the meeting. The minutes of the meeting shall be laid before the next Annual General Meeting.
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**21. SOURCE OF INCOME: (IN INDIAN OR FOREIGN CURRENCY) 19. SOURCE OF INCOME: (IN INDIAN OR FOREIGN CURRENCY)**

21.1 Member's fees and monthly subscription. 21.2 By donations.	<b>19.1 Membership, Fees and Subscriptions</b> <b>19.2 By Donations, Sponsorships and Contributions</b> <b>19.3 By Activities of the Association</b> <b>19.4 By Rentals and Lease of Assets of the Association</b>
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**22. BANK OPERATION:**

The Bank Account of the Association shall be in the name of the Association in any Bank or Post Office and it shall be operated by Jointly with Signatures of any two office bearers - President, Secretary or Treasurer or as decided by the Executive Committee from time to time.	<b>20. BANK OPERATION:</b>
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**23. FUNDS & AUDIT:**

<b>23.1 FUNDS:</b> 23.1.1 The Funds of the Association shall comprise of all monies raised from membership fees, charges and special contributions from members and donations, grants, rentals, gifts and bequests and all other monies received from any source through any activity.	<b>21.1</b> <b>21.1.1</b>
23.1.2 The funds of the association shall comprise the subvention as also the share in income arising from any event, contributions and donations, grants, gifts, bequests and all other monies received from any source or through any activity.	<b>21.1.2</b>
23.1.3. Subject to the approval of the Central Executive Team / Chapter Executive Team, the funds of the Association / Chapter shall be applied for carrying out the aims and objectives of the Association.	<b>21.1.3.</b> Subject to the approval of the Central Executive <del>Committee / Chapter Executive Committee</del> , the funds of the Association / Chapter shall be applied for carrying out the aims and objectives of the Association.
23.1.4. All monies belonging to the Association or Chapter shall be deposited in Saving Account and / or Current	<b>21.1.4.</b> All monies belonging to the Association <del>or Chapter</del> shall be deposited in Saving Account and / or Current Accounts, in any

Accounts, in any Public Sector Bank / Post Office that may be decided upon by the concerned Executive Authority. The account/ accounts shall be in name of the Association/Chapter, as the case may be.	Public Sector Bank / Post Office that may be decided upon by the <del>concerned</del> Executive Authority. The account/ accounts shall be in name of the Association/Chapter, <del>as the case may be.</del>
23.1.5 The accounts of the Association/Chapter with the Bank/Post Office shall be operated by any two of the following office bearers jointly: 23.1.5.1 President. 23.1.5.2 Secretary. 23.1.5.3 Treasurer.	<del>23.1.5 The accounts of the Association/Chapter with the Bank/Post Office shall be operated by any two of the following office bearers jointly: 23.1.5.1 President. 23.1.5.2 Secretary. 23.1.5.3 Treasurer.</del>
23.1.6 And in case of chapter, the Bank/Post Office shall be operated by President and the Secretary.	<del>22.1.5 And in case of chapter, the Bank/Post Office shall be operated by President and the Secretary.</del>
23.1.7 All expenditure of the Association/Chapter shall be approved by the Executive Authority concerned and the expense of Management shall be chargeable and shall be debited to the general funds of the Association or the Chapter, as the case may be.	<del>21.1.5 All expenditure of the Association/Chapter shall be approved by the Executive Authority concerned and the expense of Management shall be chargeable and shall be debited to the general funds of the Association or the Chapter, as the case may be.</del>
23.1.8 So much of the funds as may be deemed by the Executive Authority concerned as not needed for immediate use for meeting usual and accruing liabilities, may, at the discretion of the Executive Authority concerned, be invested in Securities specified in Section 20 of the Indian Trusts Act 1882.	<del>21.1.6 So much of the funds as may be deemed by the Executive Authority concerned as not needed for immediate use for meeting usual and accruing liabilities, may, at the discretion of the Executive Authority concerned, be invested in Securities specified in Section 20 of the Indian Trusts Act 1882.</del>

## 23.2 AUDIT:

23.2.1 Auditor to audit the accounts of the Association/Chapter shall be appointed at the respective Annual General Meeting each year and his remuneration, if any fixed, by it, provided however in case of death or inability of the appointed Auditor to discharge his duties as such, the Executive Authority concerned shall have power to appoint another Auditor in his place and to fix his remuneration, if any.	<del>21.2.1 Auditor to audit the accounts of the Association/Chapter shall be appointed at the Annual <b>General</b> Meeting each year and his remuneration, if any fixed, by it, provided however in case of death or inability of the appointed Auditor to discharge his duties as such, the Executive Authority <del>concerned</del> shall have power to appoint another Auditor in his place and to fix his remuneration, if any.</del>
23.2.2 An Auditor shall not be a member of the Executive Authority.	<del>21.2.2</del>
23.2.3 Inspector General Registration at his discretion shall be entitled to appoint any auditor to audit the accounts of the Association, the cost of which shall be borne by the Association.	<del>23.2.3 Inspector General Registration at his discretion shall be entitled to appoint any auditor to audit the accounts of the Association, the cost of which shall be borne by the Association.</del>

## 21.2 AUDIT:

**24. CHAPTER:**

**24. CHAPTER:**

<p>24.1 Formation of a Chapter: 24.1.1 The Central Executive team may, upon receipt of a request to that effect in writing in the Form of a Resolution from et least 25 present members residing in any local area, recommend to HO to set up a Chapter of the Association in such area. The Resolution shall inter - alia, contain the names of the member of the ad-hoc Executive Team which shall run and manage the affairs and activities of the Chapter after the Chapter comes into existences till the election of the Executive team in the first Annual General Meeting of the Chapter.</p>	<p>All contents to be deleted.</p>
<p>24.1.2 On receipt: of the recommendation together with the Resolution, the Central Executive Team may, by a Resolution. Approve the formation of a Chapter and may also sanction at their discretion, preliminary expenses in connection with the formal inauguration of the Chapter.</p>	
<p>24.1.3 The chapter shall be deemed to come into existence from the date of receipt of approval from the Central Executive Team as laid down in the preceding clause and it shall be in order for the Chapter to commence its activities including the arrangements for the formal inauguration of the Chapter on and from the said date.</p>	
<p>24.1.4 From the date of formation all the members of the Association in the area within the territorial jurisdiction of the Chapter shall lie deemed to have become members of the Chapter and accordingly their names shall be entered in the Chapter Register of Membership and necessary endorsement shall be made by the Central Executive Team in. the Central Register of Membership.</p>	
<p>24.1.5 After the date of the formation of a Chapter, all the applicants for membership of the Association from the area within the territorial jurisdiction of the Chapter shall be deemed to have consented to be members of the Chapter automatically on their being admitted to the membership of the Association.</p>	

**25. SUBVENTION TO CHAPTER:**

**25. ~~SUBVENTION TO CHAPTER:~~**

<p>25.1 After the date if a Chapter comes into existence and also in case of existing Chapter, entrance fee and annual subscription in respect of the concerned Permanent Members &amp; ordinary members payable or paid to the Association in respect of any financial year shall be divisible as under and the amount credited or creditable to a Chapter shall be deemed to be subvention to the Chapter from the Association.</p> <p>25.1.1 50% to the Association.</p> <p>25.1.2 50% of the Chapter.</p> <p>25.1.3 The subvention payable to a Chapter in respect of any member shall be pro - rata for period during which such member is attached to such Chapter, provided, however, that if a member ceases to be a member of a Chapter after the first six months of the year, subvention in respect of him for the whole year shall be payable to the Chapter to which he was attached for the first six months of the year.</p> <p>25.1.4 The Association shall pay to the Chapter which will host the Annual General Conference 50% of the net income, if any, arising out of such a Conference.</p>	<p>All contents to be deleted.</p>
<p>25.2 Territorial Jurisdiction of the Chapter:</p> <p>25.2.1 The territorial jurisdiction of the Chapter may be determined from time to time by the Central Executive Team in consultation with the Chapter concerned as also Chapter if any contiguous thereto.</p>	
<p>25.3 Cessation of Membership of A Chapter:</p> <p>25.3.1 When any member ceases to be a member of the Association he shall, ipso facto, ceases to be a member of the Chapter as well.</p> <p>25.3.2 When any member of a Chapter leaves the area within the jurisdiction of the said Chapter and moves permanently to another area where a Chapter exists, the said member shall cease to be a member of the former and shall become the member of the latter Chapter from the date his name is</p>	

<p>transferred from on Chapter Register to another Chapter Register by the Central Executive Team.</p> <p>25.3.3 If a member from a Chapter moves to an area where there is no Chapter, his name will be removed from the Chapter Register and shall be borne only in the Central Membership Register maintained by the Central Executive Team.</p>	
<p>25.4 Supersession of an Executive Committee of a Chapter:</p> <p>25.4.1 if a Chapter Executive Team fails to carry on any activity of a chapter for a consecutive period of three months, or when a Chapter Executive Team violates the directions of the Central Executives Team without assigning reasons and giving assurance to faithfully carry out such direction in future or when at least one - half of the permanent members or the Chapter express loss of confidence in the Chapter Executive Team, in writing, and address to the President / Secretary, the Central Executive Team may suppress the Chapter Executive Team after opportunity to show cause has been given to the said Chapter Executive Team and on such suppression the Central Executive Team may, through its special representative, convene a Special General Meeting of the Chapter Body for election of a new Chapter Executive Team for the unexpired period of the year during which the Chapter Executive Team was superseded or, appoint an adhoc Chapter Executive Team to carry on the affairs and activities of the Chapter for the unexpired period of the year.</p>	
<p>25.5 Discontinuance by Chapter General Body:</p> <p>25.5.1. Discontinuance by Chapter General Body.</p> <p>25.5.1.1 When the Chapter Body at a Chapter Special General Meeting convened for the purpose and adopts a resolution by two - third majority of members present and voting, for discontinuance of the Chapter, the Chapter shall be deemed to have discontinued from the date on which the Central Executive Team, after the receipt of the resolution, notes the same.</p> <p>2.5.5.1.2 Discontinuance by the Central Executive Team:</p>	

<p>25.5.1.3 .When a Chapter does not carry on any activity consecutively for a period of 12 months, the Central Executive Team may decide by a resolution to discontinue the Chapter, for which a clear notice of thirty days of proposed discontinuance of the Chapter shall have been given by the Secretary.</p> <p>25.5.2 On the discontinuance of a Chapter, ail the monies, assets rnovable and immovable, rights, including the right to receive any money from any member .or non - member shall ipso facto vest in the Association till a Chapter is reconstituted.</p>	
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<p><b>26. AUTONOMY OF CHAPTERS:</b>  26.1 Subject to these regulations a Chapter shall be deemed to be autonomous to carry on the affairs and activities of the Association, Subject to the overriding requirement that no such activity shall be carried on by a Chapter, expenses for which shall not be within the financial resources of the Chapter and which activity shall injure or harm the interest of the Association or any other Chapter of the Association.</p>	<p><b>26. AUTONOMY OF CHAPTERS:</b>  All contents to be deleted.</p>
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<p><b>27. INSPECTION OF REGISTER:</b>  All registers will be kept in the registered office any member may inspect these registers with the prior permission of the President or Secretary.</p>	<p><b>22. INSPECTION OF REGISTER:</b>  All registers will be kept in the registered office any member may inspect these registers with the prior permission of the President or Secretary.</p>
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<p><b>28. AMENDMENTS:</b>  Any additions, alterations or omission in the objects and rules and regulations of the Association shall be effected by resolution of the Association by 3/5th members of the General Body at a special General Body meeting of the Association Present and voting ,</p>	<p><b>23. AMENDMENTS:</b>  Any additions, alterations or omission in the objects and rules and regulations of the Association shall be effected by resolution of the Association by 2/3<sup>rd</sup> members of the General Body at a special General Body meeting of the Association Present and voting.</p>
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<p><b>29. LEGAL PROCEEDINGS:</b>  The Association may sue or be sued in the name of the Secretary of the Association.</p>	<p><b>24. LEGAL PROCEEDINGS:</b></p>
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**30. DISSOLUTION:**

30.1 The Association may be dissolved by 3/5<sup>th</sup> Members of voting in its meeting specially convened for this purpose

30.2 Before Dissolution of the Association, the State Govt. consent will be obtained under section 13 of the Societies Registration Act of 1860.

30.3 It after Dissolution there remains any property moveable or immovable after satisfaction or all debts and liabilities the property so left shall not be paid to or distributed among the members of the Association, but shall be given to some other Association or the Govt. to be determined by the votes of not less than 3/5<sup>th</sup> of the members present in person at the time of the Dissolution.

**25. DISSOLUTION:**

25.1 The Association may be dissolved by 2/3<sup>rd</sup> members of voting in its meeting specially convened for this purpose.

25.2

25.3 It after Dissolution there remains any property moveable or immovable after satisfaction or all debts and liabilities the property so left shall not be paid to or distributed among the members of the Association, but shall be given to some other Association or the Govt. to be determined by the votes of not less than 2/3<sup>rd</sup> of the members present in person at the time of the Dissolution.