

15. Powers and duties of each of the Office - Bearers separately :-

(i) President :

- (a) The President shall preside over all the meetings of the Society as well as those of the Executive Committee. The overall administration of the Society shall rest with the President within the provisions laid down by the Committee.
- (b) In the event of the President being absent, the Vice-President, shall act in his place and shall exercise all the Powers of the President.
- (c) In the absence of the President and Vice-President, one of the members present in the meeting shall be voted to the chair. The President shall have casting vote.

(ii) General Secretary :

The General Secretary of the Society shall be responsible for the day to day routine administration of the Society as laid down by the Executive Committee. In the important and non-routine matters the General Secretary will consult the President. He/She will maintain a register of members of the Society and will notify the list of Electoral Body well in time before the elections of the Society.

(iii) Joint Secretary :

The Joint Secretary will assist the General Secretary in the functioning of his duties.

(iv) Finance Secretary :

The Finance Secretary of the Society shall, subject to the supervision and control of the Executive Committee, be the incharge of the accounts and cause true accounts to be kept of all sums and money received & expended and the matters in respect of which receipts and expenditure take place.

16. The manner for the investment of the funds, keeping of accounts and for annual or periodical audit of accounts :

The funds would be kept in a nationalized / scheduled bank. The bank accounts of the Society would be jointly operated by the President and General Secretary / Finance Secretary. Periodical audit of accounts would be done by the auditor appointed by the Executive Committee. The audited statement of accounts and balance sheet would be presented before the General Body of the Society in its Annual General Meeting.

17. The manner of making, altering and rescinding Rules and Regulations :-

The Executive Committee of the Society will frame rules and regulations for the


President,

