

▪ If the requisition made by 1/3 rd members of the General body to call such meetings. The special General Body meeting shall be convened within 10 days from the date of receipt of the requisition. No business other than the business included in the notice of the special General Body meeting shall be conducted.

**c. Quorum:**

The General Body shall form the quorum if 1/3 rd of the total members of the Society remains present. If there is no quorum in the General Body meeting, the same can be deferred to a day for meeting within 07 days and it requires no quorum. The resolution passed in the deferred meeting shall be final & binding.

**8. MEMBERSHIP :**

Any person irrespective of Sex, Caste & Creed, Religion, Rich & Poor shall have the eligibility to become a member of the Society, if he/she fulfills the following conditions:-

- a) He/She must be the Citizen of India.
- b) He/She must have attended the age of 18 years.
- c) He/She must be interested in the activities of the Society and work for the same.

**a. Selection Procedure :**

Any desiring person willing to be a member of the Society has to give an application to the Secretary along with his bio-data and the Secretary has to keep the said application for discussing in the Governing Body Meeting. If the Governing Body is satisfied it can approve his/her membership through passing a resolution by one third (1/3 rd) of its members present in the meeting then the Secretary will have to accept his/her membership in the Society.

**b. Cessation of Membership:**

Any member shall cease to be a member if he/she:-

- a. Tenders his/her resignation voluntarily.
- b. Found to be of un-sound of mind.
- c. Convicted by any court of law or being found guilty of any offence.
- d. Work against the activities of the Society.
- e. Fails to attend 3 consecutive General Body meetings.
- f. If he/she dies.
- g. If he/she fails to pay the annual subscription fee in time (i.e. within that year)

**9. FUNCTION OF OFFICE BEARERS :**

**A. President :**

- i. The President shall preside over all the meetings of the Governing Body and General Body.
- ii. In case of equality of votes in any of the meetings mentioned above the President shall have casting vote.

**B. Vice President:**

The Vice President shall carry out all the duties function of the President in his absence.

**C. Secretary:**

The Secretary shall be responsible to the Governing Body for proper discharge and execution of its orders add resolutions shall record the proceedings of the meetings exercise proper supervision over all the affairs of the society, attend the official correspondences and shall be custodian of the permanent records. He shall prepare detailed report regarding the activities of the society including the income and expenditure and appraise the position to the General Body. Besides he/she will enjoy the following powers.

- i. He shall sign and give pay bills for payment.
- ii. To maintain a register of members indicating name, occupation and other details and maintain the minute book of records of Governing Body and General Body.
- iii. To maintain the accounting records and policy of the Society.
- iv. Can submit proposals on different activities for financial assistance in anticipation of approval of the Governing Body.
- v. Can appoint sub-committees for different activities in consultation with the President.
- vi. Can take disciplinary action against any member of the Society including administrative staff members in consultation with the President.
- vii. To receive grant-in-aids dues from the appropriate authorities or State, Central or Foreign Govt. from time to time on behalf of the organization.
- viii. To enter into any agreement with the central or state or foreign Govt. or other organization to obtain any right or privilege or concession or otherwise in deemed desirable for the furtherance of the society.
- ix. To convene all meetings with the approval of the President.
- x. To raise funds by way of assistance from benevolent public or otherwise as may be deemed fit for and on behalf of the organization.
- xi. To sell or dispose all articles, goods and property of the organization subject to the approval of the Governing Committee.
- xii. To institute, defend, compromise, withdraw any legal proceedings, for and against the society.