

23/10



**3.2 Periodicity, Notice, Agenda, Quorum etc. of Annual General Body Meeting and Special General Body Meeting :**

**3.2.1 Periodicity :** There shall be at least one Annual General Meeting in a financial year. It shall be called within 120 (one hundred and twenty) days from the close of the financial year. Depending upon the necessity, the Secretary in consultation with the President can call Special General Body meeting;

**3.2.2 Notice :** Notice for Annual General Body (AGB) meeting shall be given at least 20 (Twenty) days in advance to the members; and for calling a Special General Body ( SGB) Meeting at least 10 days notice shall be given to the Members;

**3.2.3 Agenda :** The notice of AGB and SGB meeting shall contain the following :

- Date, time and venue of the meeting;
- Agenda of the meeting;
- For SGB details of requisition such as number of members requisitioned, points on which special GB meeting is called etc. shall be furnished by the Secretary;

**3.2.4 Quorum:** The quorum for Annual General Body meeting shall be 1/3<sup>rd</sup> (One Third) of the eligible members, i.e. members with voting rights;

**3.2.4.1** If for any reason, one-third of the members with voting rights are not present at the appointed time, then the President in consultation with at least 5 (five) other executive committee members, can adjourn the meeting, and after giving a gap of one hour the meeting can be recalled again. However, for such adjournment no written notice shall be required, and only a verbal notice is required;

**3.2.4.2** Even at the adjourned meeting, if 1/3<sup>rd</sup> (one-third) of members with voting rights are not present the meeting can be held by the President in consultation with other Executive Committee members, and any decisions taken at such meeting shall be legally valid and binding on Society and the members. However such decision/s shall be got circulated to other members in writing within 30 days of such meeting. In this respect this clause would supersede earlier clause no. 3.2.4 above;

**3.2.4.3** All decisions taken at the Annual General Body meeting/Special General Body meeting shall be intimated to all the members in writing within 30 days of such meeting. Such intimation shall be sent by the Secretary of the SOCIETY under UPC/Regd. Post/in person under due acknowledgement;

**President** Dr.P.C.Achankunju, **Secretary** K N Jairaj, **Treasurer** Dr.Joy Markose,

**Other Members :** Dr.Shahul Hameed, Thankachan Prakash Varghese

Photo Copy Attested  
Treasurer  
A.A. Joseph

Shreedharan Nair, P.U.Paulson, Prince John,  
A.A. Joseph, S B V N Sathesh K, Dhanajay Kumar,

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