

23/c



5.11 Presiding over of the meetings of the Executive Committee :

In all the meetings of the Executive Committee the President of the Society shall preside, and in his/her absence the Executive Committee can select a senior most member from among themselves to preside over such meeting/s;

5.12 Cessation of membership in the Executive Committee :

If any member of the Executive Committee fails to attend its meeting consecutively for three times without prior intimation in writing then he/she shall automatically cease to be a member of the Executive Committee;

5.13 Rights and Responsibilities of the Office Bearers of Executive Committee :

5.13.1 President :

- he/she shall have general control of the affairs of the Society;
- shall preside over all the meetings of AGM/Ex. Committee,
- shall be vested with the power of a casting vote in case of a tie in any matter of the Society;
- to be in possession of moveable and immoveable properties;
- to be in charge of day to day affairs of the Society;
- to present the presidential report in every AGM;

5.13.2 Vice President:

- To assist the President in managing affairs of the Society;
- In the absence of the president, to officiate as acting President;

5.13.3 Secretary :

- shall be in charge of regulating and conducting the affairs of the Society in general under the supervision of the President;
- to convene all the meeting, AGM, Ex. Committee, Special AGM etc. in consultation with the President;
- to record and maintain the minutes of all meetings;
- to maintain all records such as Minutes of the meeting, membership register, legal documents, registration documents;
- to issue notices for all meetings,
- to draft and present annual report to the General Body and also to the Executive Committee;
- to be responsible for all statutory requirements under IT, Society Regn. Act 1860, PF, other Govt. Regulations, including filing of all Returns and Reports to the Governmental authorities;

5.13.4 Joint Secretary

to assist the Secretary in all his functions for proper management of the affairs of the Society;

Photo Copy Attested

Office Superintendent
D.C. South, M. B. Road,
Saket, N. Delhi-08

President Dr.P.C.Achankunju, **Secretary** K N Jairaj, **Treasurer** Dr.Joy Markose,
Dr.Shahul Hameed, Thankachan Prakash Varghese

Other Members : Sreedharan Nair, P.U.Paulson, Prince John,
A.A.Joseph, S B N Sathesh K, Dhanraj Kumar,



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