

नियमावली / Rules Of Association

संस्था का नाम / Society's Name **AIIMS ASSOCIATION FOR ANATOMY**

:

संस्था का पता / Society's ADD- 0304 C MAHADEV JHARKHANDI TUKADA NO 2 PREM NAGAR COLONY TAHSIL SADAR DISTRICT
Address : GORAKHPUR, Gorakhpur, 273008

संस्था का कार्य क्षेत्र / Society's GORAKHPUR

Work Area :

संपर्क संख्या / Contact Number 9760313222

:

संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	5000	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	3500	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

साधारण सभा / General Body :

गठन / Formation :

साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।

बैठके / Meetings :

साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा ।

सूचना अवधि / Notice period :

साधारण सभा की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 10 दिन पूर्व सदस्यों को दी जाएगी ।

गणपूर्ति / Quorum :

साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।

विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :

a. Meetings. The Annual Meeting of the Association's Members the General Body Meeting shall be held at the place, time, and date, as may be fixed by the EXECUTIVE COMMITTEE or, if not so fixed, as may be determined by the President. Special meetings of the Members shall be held whenever called by the EXECUTIVE COMMITTEE, the President or ten 10 percent of the Members entitled to vote at such meeting. b. Notice of Membership Meetings. Notice of the place, time, and date of any meeting of the Members shall be given to each Member entitled to vote at such meeting in accordance with the following- i if notice is given personally, by electronic mail, it must be given no less than ten 10 nor more than fifty 50 days prior to the meeting. Notice of special meetings shall indicate the purpose for which they are called. Attendance at a meeting of the Members, in person or by proxy, without protesting such meeting prior to its conclusion shall constitute a waiver of notice. c. Quorum, Adjournment of Meetings. At all meetings of the Members, including the General Body Meeting, at least 50percent Members entitled to vote thereat or one tenth of the Membership entitled to vote thereat, whichever is lesser, shall be present in person or by proxy to constitute a quorum for the transaction of business. At any adjourned meeting for which a quorum was present at the original meeting, any business may be transacted which might have been transacted at the original meeting. If the adjournment is for more than thirty 30 days, notice of the adjourned meeting shall be given. d. Voting. At any meeting of the Members, each Life Member present in person or by proxy who has paid current dues, if such dues are required, shall be entitled to contest the election or one vote on all matters.

साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :

a. Dues. The dues of the Association shall be determined by the EXECUTIVE COMMITTEE. Dues are payable for one time for life membership For faculty of AIIMS/INI. For Associate Member fees shall be for one calendar year subject to renewal every year. b. Renewal of Membership. Membership in the Association may be renewed by payment of the appropriate amount of Membership dues. c. Expulsion of Membership. The EXECUTIVE COMMITTEE shall establish criteria and procedures by which the Association may suspend or revoke the Membership of any Member, including failure to meet or adhere to the standards, policies, or procedures of the Association. d. Life membership will cease on the resignation of club membership by a life member e. Life membership may be terminated or suspended under the conditions specified in the constitution, section 5 C. The member also has the right to appeal this decision and to refer this to a General Meeting of the ASSOCIATION for a decision on the appeal. f. Life membership will cease after a resolution for cessation of life membership is passed at General Body Meeting

प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें अध्यक्ष-1, उपप्रबंधक-1, उपाध्यक्ष-1, कोषाध्यक्ष-1, प्रबंधक-1, सदस्य-4 होंगे इस प्रकार कुल संख्या मिलाकर 9 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 10 दिन पूर्व व विशेष बैठक की सूचना 24 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

गणपूर्ति / Quorum :

प्रबन्धकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य /
Rights and Responsibilities of office bearer of
Managerial Body :

प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।

ARTICLE VI- STAFF AND OFFICE Section 1. National Office. The Association shall have an Office. The Office shall be concerned with the day-to-day activities of the Association. Section 2. General Secretary. The GS of the Association shall be a NON salaried employee of the Association appointed by the EXECUTIVE COMMITTEE. The GS has primary oversight of the National Office, including development and management of its budget and staff. He/she shall assume other duties as determined by the EXECUTIVE COMMITTEE. Section 3. Additional Personnel. The GS may hire other staff personnel according to available administrative funds and needs of the Association. Section 4. Compensation. The EXECUTIVE COMMITTEE shall establish the rate of compensation and benefits for the Executive Director of the Association.

ARTICLE VII- EXECUTION OF INSTRUMENTS Section 1. Contracts and Instruments. The EXECUTIVE COMMITTEE, subject to the provisions hereof, may authorize any Officers or agents of the Association to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or may be confined to specific instances. Section 2. Deposits. Funds of the Association may be deposited from time to time to the credit of the Association with the depositories that are ed by the Secretary-Treasurer and approved by the EXECUTIVE COMMITTEE. Section 3. Orders for the Payment of Money and Endorsements for Deposit. a All checks, drafts, or other orders for the payment of money, notes, or acceptances issued in the name of the Association shall be signed by the Officers or agents of the Association authorized, and in the manner determined by resolution of the EXECUTIVE COMMITTEE. b Endorsements for deposit to the credit of the Association in any of its authorized depositories may be made, without countersignature, by any Officer or may be made by hand- stamped impression in the name of the Association, unless otherwise provided by resolution of the EXECUTIVE COMMITTEE. Section 4. Sale or Transfer of Securities. Stock certificates, notes, bonds, or other securities held or owned by the Association may be sold, transferred, or otherwise disposed of when endorsed for transfer by the Officers or agents of the Association authorized, and in the manner determined by resolution of the EXECUTIVE COMMITTEE. Section 5. Bonding. All Officers and agents custody or control of any funds of the Association shall be bonded for an amount fixed by the EXECUTIVE COMMITTEE.

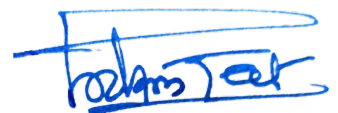
ARTICLE VIII- JOURNALS OF THE ASSOCIATION AND THE JOURNAL TRUST FUND Section 1. The Secretary-Treasurer shall hold on behalf of the Association, the assets of the Journal Trust Fund. It is the intention to hold the corpus of such Fund intact as a safeguard against possible emergencies. The income from such Fund shall be employed with due consideration given to the Association s status as an organization classified under Section 501c3 of the Internal Revenue Code, as amended. Section 2. The EXECUTIVE COMMITTEE shall nominate, for approval by the Members, a Journal Trust Fund Investment Committee. The Secretary-Treasurer shall serve as a member of such Committee. Section 3. The EXECUTIVE COMMITTEE shall appoint editors of the Journals owned or sponsored by the Association, in consultation with the publishers of such Journals. The editors shall report to the President/EXECUTIVE COMMITTEE.

ARTICLE IX- INDEMNIFICATION To the fullest extent permitted by the laws of

the State of India- Section 1. The Association shall indemnify any individual and his/her heirs, executors, or administrators who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding brought in the right of the Association or otherwise, whether civil, criminal, administrative, or investigative, and whether formal or informal, including appeals, by reason of the fact that he/she is or was a Director, Officer, employee, or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, from and against all expenses including attorneys fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such individual or such heirs, executors, or administrators in connection with such action, suit, or proceeding, including appeals. Section 2. The Association shall pay reasonable out-of-pocket expenses as incurred in defending any action, suit, or proceeding described in Article IX, Section 1 in advance of the final disposition of such action, suit, or proceeding, including appeals. Section 3. The Association may purchase and maintain insurance on behalf of any individual described in Article IX, Section 1 against any liability asserted against him/her, whether or not the Association would have the power to indemnify him/her against such liability under the provisions of this Article IX or otherwise. Section 4. The provisions of this Article IX shall be applicable to all actions, claims, suits, or proceedings made or commenced after the adoption hereof, whether arising from acts or omissions to act occurring before or after its adoption. The provisions of this Article IX shall be deemed to be a contract between the Association and each Director, Officer, employee, or agent who serves in such capacity at any time while this Article IX and the relevant provisions of the laws of the State of India and other applicable law, if any, are in effect, and any repeal or modification thereof shall not affect any rights or obligations then existing with respect to any state of facts or any action, suit, or proceeding then or theretofore existing, or any action, suit, or proceeding thereafter brought or threatened based in whole or in part on any such state of facts. If any provision of this Article IX shall be found to be invalid or limited in application by reason of any law or regulation, it shall not affect the validity of the remaining provisions hereof. The rights of indemnification provided in this Article IX shall neither be exclusive of, nor be deemed in limitation of, any rights to which any such Director, Officer, employee, or agent may otherwise be entitled or permitted by contract, the Certificate, vote of the EXECUTIVE COMMITTEE, or otherwise, or as a matter of law, both as to actions in his/her official capacity and actions in any other capacity while holding such position, it being the policy of the Association that indemnification of the specified individuals shall be made to the fullest extent permitted by law. Section 5. For purposes of this Article IX, references to other enterprise shall include employee benefit plans, references to fines shall include any excise taxes assessed on a person with respect to an employee benefit plan, and references to serving at the request of the corporation shall include any service as a Director, Officer, employee, or agent of the Association which imposes duties on, or involves services by, such Director, Officer, employee, or agent with respect to an employee benefit plan, its participants, or beneficiaries. ARTICLE X- GENERAL PROVISIONS Section 1. Operational



Year. The operational year for the Association shall start at the beginning of the calendar year, however, Directors terms on the EXECUTIVE COMMITTEE shall begin at the termination of the last day of the Annual Meeting. The EXECUTIVE COMMITTEE shall determine the operational year for Committees. The Fiscal Year of the Association shall end on December 31. Section 2. Seal. The corporate seal shall have inscribed thereon the Association s full name, the year of its organization and the words Corporate Seal, Not-for-Profit, India. The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced. Section 3. Books and Records. The Association shall keep correct and complete books and records of accounts of the activities and transactions of the Association, including a minute book, which shall contain a copy of the Certificate, a copy of these Bylaws, and all minutes of meetings of the General Body and Committees. Section 4. Electronic. Notwithstanding any other provision of these Bylaws, the EXECUTIVE COMMITTEE may authorize any communication or action undertaken pursuant to these Bylaws, including, but not limited to, notices, proxies, ballots, and meetings, to be effected via electronic means as allowed by law. ARTICLE XI- AMENDMENTS Section 1. Certificate. As authorized under Section 802 of the India Not-for-Profit Corporation Law, the Members may by Action by the Members authorize any amendment or change in the Certificate. Section 2. By-Laws a Amendment. These Bylaws may be altered or amended by the Members in accordance with Article XI, Section 2b or by the General Body in accordance with Article XI, Section 2c. b Member Amendment. As authorized under Section 602 of the India Not-for-Profit Corporation Law, the Members may authorize any amendment or change in these Bylaws by Action by the Members. c General Body Amendment. These Bylaws may be altered, amended, or repealed by the affirmative vote of the majority of the General Body present at any meeting of the General Body at which a quorum is present, subject to the limitations set forth in Article XI, Section 2d. d Limitations on EXECUTIVE COMMITTEE Amendments. i The EXECUTIVE COMMITTEE shall not have the unilateral right to alter, amend or repeal A any provision of these Bylaws regarding the rights and obligations of Members, B any provision of the Bylaws regarding the distinctions between Classes of Members, or C any provision of this Article XI. Any change described in clauses a, b, or c shall require Member authorization by Action by the Members. ii Two-thirds vote of the General Body shall be required in order to alter or amend these Bylaws to A change the proportion of Directors necessary to constitute quorum as set forth in Article IV, Section 9 or B change the proportion of votes necessary for the transaction of business as set forth in Article IV, Section 10. Any alteration or amendment of these Bylaws made in accordance with this clause dii shall only be authorized if adopted by the General Body at a duly called and held meeting of the General Body for which proper written notice including a deion of the proposed alteration or amendment to these Bylaws is given in accordance with Article IV, Section 7. e Notice. Regardless of any other provision of these Bylaws, if any Bylaw is altered, amended, or repealed by the General Body in accordance with this Article XI, proper written notice of such alteration, amendment, or repeal setting for the alteration, amendment, or repeal, and a concise deion of the purpose of such alteration, amendment



रिक्त स्थानों की पूर्ति / Fill blank seats :

कार्यकाल / Tenure :

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/
Election Procedure of Management Committee by
General Body :

or repeal must be sent to the Members in accordance with Article III, Section 4 in advance of the next meeting of the Members.

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।

प्रबंधकारिणी समिति का कार्यकाल 5 साल का होगा।

Section 2. Election and Term. a. Election. Any life members can contest the election for office bearers. Each office bearers shall be elected by voting by the Members. b. Term. The terms of the EXECUTIVE COMMITTEE members shall be as follows- c. Officer bearers shall serve a three 3 year term, provided that, in each instance. Section 2. Any vacancy occurring by reason of the removal of any member with or without cause, may be filled by a candidate nominated by the President and ratified by the vote of two-thirds of the EXECUTIVE COMMITTEE members. Section 3. Removal. Any member may be removed with or without cause by a two-thirds vote of the Membership entitled to vote or by a two-thirds vote of the EXECUTIVE COMMITTEE. Section 4. Resignations. Any member may resign at any time by giving written notice to the President and the EXECUTIVE COMMITTEE. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of acceptance thereof as determined by the President or the EXECUTIVE COMMITTEE. Section 5. Meetings. The EXECUTIVE COMMITTEE will meet at the Annual Meeting and at least one 1 additional time each year, approximately six 6 months apart and at such time and place as may be fixed by the EXECUTIVE COMMITTEE or as may be specified in a notice of meeting. The EXECUTIVE COMMITTEE may meet at other times and places at the discretion of the President or a majority of the EXECUTIVE COMMITTEE, either in person or remotely in accordance with Article IV, Section 15. The EXECUTIVE COMMITTEE may invite Members to attend its meetings on a regular basis in an ex officio non-voting capacity and may invite non-Members to attend from time to time to provide the EXECUTIVE COMMITTEE with information or assist in its deliberations. Section 6. Place and Time of Meetings. Meetings of the GENERAL BODY shall be held at the location, within or without the State of India, which is fixed by the EXECUTIVE COMMITTEE or, in the case of a special meeting, by the individuals calling the special meeting. Meeting may be Virtually if needed and decided by EXECUTIVE COMMITTEE. Section 7. Quorum. At each meeting of the EXECUTIVE COMMITTEE, two-thirds of the EXECUTIVE COMMITTEE shall constitute a quorum for the transaction of business. If a quorum is not present at any meeting of the EXECUTIVE COMMITTEE, a majority of those present may adjourn the meeting without notice other than an announcement at the meeting, until such a quorum is present. Section 8. Manner of Acting. Except as set forth herein, the vote of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the EXECUTIVE COMMITTEE. Section 9. Conflicts Policy and Whistleblower Policy. The EXECUTIVE COMMITTEE shall establish and enforce conflict of interest and Whistleblower policies. Section 10. Office Bearers Are Responsible for Assuming any Assignments from the President. An overall goal of all Office Bearers is to promote the Association and to encourage Membership and participation in the Association's activities. Section 11. Organization. At each meeting of the EXECUTIVE COMMITTEE, the President, or, in the President's absence, Vice President or in the absence of both, a person chosen by the



Directors present, shall act as Chairman. Section 12. Committees- The EXECUTIVE COMMITTEE shall have the right to establish and determine the structure of standing committees and other committees each a Committee it deems necessary from time to time. Except as set forth herein, the structure and responsibilities of such Committees shall be described in separate administrative documents. The standing committees of the EXECUTIVE COMMITTEE shall include- a Executive Committee. The Officers shall comprise the Executive Committee of the EXECUTIVE COMMITTEE and shall have the authority to take actions for the EXECUTIVE COMMITTEE between meetings, except that the Executive Committee may not bring about the merger, consolidation, or dissolution of the Association, sale of all or substantially all of the Association s assets, appointment or removal of Directors, amendment of t hese Bylaws or the Certificate or any other action prohibited by applicable law. Four 4 Officers shall constitute a quorum of the Executive Committee. Such actions by the Executive Committee are to be reported at the next meeting of the EXECUTIVE COMMITTEE. The Executive Committee may meet separately from the EXECUTIVE COMMITTEE either in person or remotely in accordance with Article IV, Section 15. b Finance Committee. The Finance Committee shall be chaired by the Secretary-Treasurer and shall be responsible for oversight of the financial structure of the Association and shall make financial policy recommendations to the EXECUTIVE COMMITTEE. The Finance Committee s activities shall include review of financial management policies, coordinating the preparation of a budget, oversight of the audit, development of an investment policy, and other duties requested by the EXECUTIVE COMMITTEE. Finances of the Association- This may include special collection from the members and donation for the promotion and welfare of the association. All the finances of the association will be for the welfare of the association only. The finances will on no account be shared or distributed to the members. Recruitment of staff, workers, fixing their wages etc will be decided by the executive committee. This association is non-profit organization. The funds of the society shall consist of the income by way of donations and income by way of gift of movable and immovable properties. The remainder of excess funds of the association shall be invested as detailed below as per the decision of the President. a. CENTRAL OR State long bonds b. National Saving certificates c. Post office saving bank d. Fixed deposit with banks e. All other recognized undertaking of state or central government. c Journal Trust Fund Investment Committee. The Journal Trust Fund Investment Committee shall be responsible for oversight of the Association s investment portfolio, and other duties requested by the EXECUTIVE COMMITTEE. d Nominating Committee. The Nominating Committee shall be responsible for developing a slate of prospective directors for election by the Members and may be charged with other duties related to Association governance issues. Operation of Committees. At each meeting of a Committee, the presence of a majority of the voting members of such Committee shall constitute a quorum. The vote of a majority of the members of a Committee present at any meeting at which there is a quorum shall be the act of such Committee. Representatives and Delegates to Affiliated Groups. The EXECUTIVE COMMITTEE shall appoint representatives or delegates to external bodies with which the Association affiliates. The EXECUTIVE COMMITTEE shall have the power to establish and

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disestablish relationships with various scientific and governmental s. Section 13. Meeting Remotely. Any one or more Directors or members of any Committee may participate in a meeting of the EXECUTIVE COMMITTEE or such Committee by means of a conference telephone, video conferencing, or similar communications equipment allowing all persons participating in the meeting to speak and hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Section 14. Action without a Meeting. Any action required or permitted to be taken by the EXECUTIVE COMMITTEE or any Committee may be taken without a meeting if all office bearers or members of such Committee consent in writing to the adoption of a resolution authorizing the action, such written consent may be via electronic communication. The resolution and the written consents thereto by the Directors or members of such Committee shall be filed with the minutes of the proceedings of the EXECUTIVE COMMITTEE or such Committee. Section 15. Scientific Meetings. The time and place of the Association s scientific meetings shall be determined by the EXECUTIVE COMMITTEE. Section 16. Compensation of Office Bearers. The Association shall not pay any compensation to the Office Bearers or Officers for services rendered to the Association, except that the Office Bearers and Officers may be reimbursed for reasonable expenses incurred in the performance of their duties to the Association. ARTICLE V- OFFICERS Section 1. Officers, Term of Office. a The officers of the Association the Officers shall consist of a President, a General Secretary, two associate secretaries, one Treasurer and five EXECUTIVE COMMITTEE member. Vice President, and Past President. All Officers shall be subject to the supervision and direction of the EXECUTIVE COMMITTEE. b for two three year terms, provided that upon the conclusion of such three-year term, President shall automatically become the Past President. For the avoidance of doubt, the President and Vice President must serve consecutive terms unless their respective terms end upon earlier death or incapacitation or resignation or removal pursuant to the terms hereof. For the duration of his/her term as Vice President, President or Past President, as the case may be, such individual shall also automatically serve as a Director. If the President dies, becomes incapacitated, resigns, or is removed the Vice President shall complete the remaining portion of the President s term. If the Vice President dies, becomes incapacitated, resigns, or is removed his/her successor shall be elected at the next meeting of the EXECUTIVE COMMITTEE and which needs to be ratified by General Body, ii The Secretary-Treasurer shall serve in such Officer position and on the EXECUTIVE COMMITTEE for three 3 years, c Any given officer may not serve more than two term nor serve as a Non-Officer Director consecutively, provided that, in each instance, any such Officer s service shall cease upon the expiration of the applicable term or his/her earlier death or incapacitation or resignation or removal pursuant to the terms hereof. Section 2. Election. Prior to each Annual Meeting preceding an election, the incoming Past-President, in consultation with the incoming President, shall appoint a Nominating Committee consisting of three 3 members at least one 1 of whom shall have previously served as a Director. The Nominating Committee shall be approved by the Members at such Annual Meeting. The Nominating Committee shall develop a slate of prospective directors at least four 4 months prior to the next Annual Meeting. The Nominating Committee

shall submit two 2 names for each vacancy. Election of the Secretary-Treasurer will occur one year before the term ends for the incumbent Secretary-Treasurer. So far as possible, the Nominating Committee shall take into consideration various criteria set forth in Nomination Guidelines when making their recommendations for serving on the EXECUTIVE COMMITTEE. Each prospective director must have agreed to serve as a Director if elected. Section 3. Removal. Any Officer may be removed with cause by a two-thirds vote of the EXECUTIVE COMMITTEE. The authority of any Officer may be suspended with cause by a two-thirds vote of the EXECUTIVE COMMITTEE. Section 4. Resignations. Any Officer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of acceptance thereof as determined by the President or EXECUTIVE COMMITTEE. Section 5. Vacancies. Any Officer positions resulting from vacancies by reason of the removal of such Officer, may be filled by the vote of two-thirds of the Directors. Each Officer so elected shall serve until the election or appointment of such Officer's successor, or until such Officer's earlier death or incapacitation or resignation or removal pursuant to the terms hereof. Section 6. Duties of Officers. An overall goal of all Officers is to promote the Association and to encourage Membership and participation in the Association's activities.

प्रबन्धकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Managerial Body :

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| अध्यक्ष | 1. The President of the Association the President is a Director. He/she is the principal spokesperson for the Association. The President chairs the EXECUTIVE COMMITTEE meetings, the Annual Meeting, supervises the Executive Director, and has other such duties as the EXECUTIVE COMMITTEE may assign. The President is the responsible officer of the Association. In the event of death, incapacity, resignation or removal of the President, the Vice President will assume the office and responsibilities of the President. |
| उपाध्यक्ष | 2. The Vice President of the Association the Vice President is a Director. The Vice President will assume any special responsibility delegated to him/her by the President. In the event of death, incapacity, resignation or removal of the President, the Vice President will assume the office and responsibilities of the President. |
| प्रबन्धक | 3. The Manager of the Association the Manager is a Director. The Manager is responsible for financial oversight of the operational budget. He/she chairs the Finance Committee and serves as a member of the Journal Trust Fund and Investment Committee. He/she has other such duties as the EXECUTIVE COMMITTEE may assign. In the event of death, incapacity, resignation or removal of the President or Vice President, the position may not be filled by the Manager. |
| उपप्रबन्धक | 4. The Deputy Manager of the Association the Deputy Manager is a Director. The Deputy Manager will assume any special responsibility delegated to him/her by the Manager. In the event of death, incapacity, resignation or removal of the Manager , the Deputy Manager will assume the office and responsibilities of the Manager. |
| कोषाध्यक्ष | 5. 1. All the assets and funds of Society shall remain under the care and management of Treasurer of the Society. 2. The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Society. 3. The Treasurer shall make disbursement in accordance with the direction of Governing Body. 4. The Treasurer will ordinarily hold a cash balance not |

exceeding Rs. or the amount which may be fixed by the Governing Body of the Society from time to time to meet the emergent needs relating to the Society. 5. All the cash excess of the above amount or the amount fixed by the Governing Body shall be deposited in any Bank ed by the Governing Body of the Society.

सदस्य

6. To follow the instructions of the President

संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post	
1.	अध्यक्ष
2.	कोषाध्यक्ष

आय के स्रोत / Source of Income

1. Foreign Grants
2. Government Donation
3. Government Loan
4. Maintenance amount
5. Membership Fee
6. Other Sources
7. Remittance
8. Self Money Generation

संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीय बैंक अथवा शिड्यूलड बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन अध्यक्ष एवम कोषाध्यक्ष के संयुक्त हस्ताक्षर द्वारा किया जाएगा ।

संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व / Responsibility for court operations of the society by or against :

President

संस्था के आय व्यय का लेखा परिक्षण(औडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेगा / The Budget of the society will be audited by a qualified auditor.

संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.
2. कार्यवाही रजिस्टर / Proceedings Register.
 - a) साधारण सभा / General Body.
 - b) कार्यकारी निकाय / Executive Body.
3. स्टॉक रजिस्टर / Stock Register.
4. लेजर बुक / Ledger Book.
5. कैश बुक / Cash Book.
6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.

विघटन / Dissolution :

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रेजिस्ट्रेशन एक्ट की धरा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनांक /

Date :- 20.08.2024

हस्तास /

Signature :

