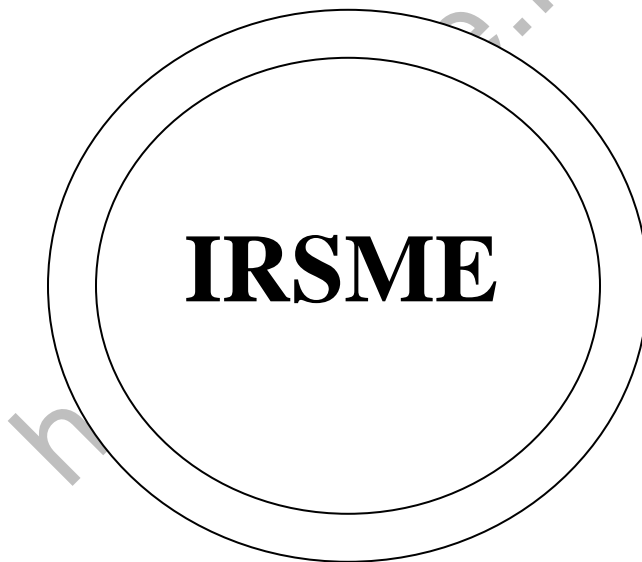


**INDIAN RAILWAYS SERVICE
OF
MECHANICAL ENGINEERS
ASSOCIATION**

Registered at New Delhi under Registration of Societies Act XXI of 1860

Regd. No. S – 25308 of 1994



**MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS**

Indian Railways Service of Mechanical Engineers Association

Memorandum of Association

1. Name:

The name of the Association shall be “INDIAN RAILWAYS SERVICE OF MECHANICAL ENGINEERS ASSOCIATION (IRSME ASSOCIATION)” here in after referred to as the ‘Association’.

2. Registered Office:

The registered office of the Association shall be situated in the Union Territory of Delhi and Zonal offices at the zonal Railway Headquarters. The registered office shall be at Flat No. – 5, Samaj Kalyan Co-operative Group Housing Society, Vikas Puri, New Delhi – 110022.

3. AIMS AND OBJECTS:

The aims and objects for which the Association is established are as under: -

- (a) To promote fellowship and foster spirit of co-operation and fraternity amongst the community of Railway Officers in general and Indian Railways Mechanical Engineering Service Officers in particular.
- (b) To promote and diffuse knowledge in the areas of modern transportation technology and MECHANICAL ENGINEERING thereby inculcate a sense of professional pride and technical excellence amongst the officers.
- (c) To hold seminars, workshops, discussions and to arrange get together of officers.
- (d) To promote and under take welfare schemes for the officers and their families.
- (e) To help in rehabilitation of families of officers in distress or of those who die in harness.
- (f) To give constructive suggestion to the Government conducive to the growth and development of Indian Railways.
- (g) To check redress of grievances of officers through representation before appropriate authorities.
- (h) To take all such measures and collective action incidental or conducive towards achievements of the objectives listed in para (a) to (g) above.

All the incomes, earnings, moveable immoveable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of Association and no profit or in any manner whatsoever to the present or past members of the society or to any person claiming through anyone or more of the present or the past members. No member of the society shall have any personal claim on any moveable or immoveable properties of the society or make any profits, whatsoever, by virtue of his membership.

4. GOVERNING COUNCIL:

The names, addresses occupation and designation of the present members of the governing body to whom the management of the Association is entrusted as required under section 2 of the Societies Registration Act of 1860, extended to the Union Territory Of Delhi are as follows: -

S. No.	Name	Address	Occupation	Designation in Association
1.	Sh. P. S. Kapoor	2-A, Man Hattan 7, Garden Estate, Gurgaon.	Retd. Govt. servant.	President
2.	Sh. A. K. Banerji	109/10 Hazra Road, Calcutta – 700026	Govt. Service	Vice President
3.	Sh. Niraj Kumar	E-1/ 93 Arera Colony Bhopal (MP)	„	General Secretary
4.	Sh. S. K. Sharma	52, Rajiv Apartments, Zig Zag Road, Pali Hill, Bandra West, Bombay.	„	Assistant General Secretary
5.	Sh. Rajeev Chandra	7, D Railway Board Flats, Sarojini Nagar, New Delhi.	„	Treasurer
6.	Sh. L. K. Sinha	Shivam, Salimpur Ahra, Patna - 800003	„	Member
7.	Sh. S. Ramanathan	44, Beach Raod, Kalakshetra Colony, Madras-90	„	Member
8.	Sh. S. K. Madan	C-90, New Rajinder Nagar, New delhi.	„	Member
9.	Sh. Vinod Sharma	7, Officers Rest House, State Entry Road, New Delhi-55	„	Member
10.	Sh. K. B. L. Mittal	245/ 8-B, Railway Officers Flats, Panchkuin Road, New Delhi-110001	„	Member
11.	Sh. Harpreet Singh	73, Sector 16-A Chandigarh.	„	Member
12.	Sh. A. K. Gupta	4082, IIT Campus, Kanpur-208016	„	Member

5. DESIROUS PERSONS:

We, the several persons, whose name and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several hands here unto and form ourselves into a society under the Societies Registration Act, XXI of 1860 (Punjab Amendment) Act, 1957, as extended to the Union Territory of Delhi.

S. No.	Name	Address	Occupation
1.	Sh. P. S. Kapoor	2-A, Man Hattan 7, Garden Estate, Gurgaon.	Retd. Govt. servant.
2.	Sh. A. K. Banerji	109/10 Hazra Road, Calcutta – 700026	Govt. Service
3.	Sh. Niraj Kumar	E-1/ 93 Arera Colony Bhopal (MP)	„
4.	Sh. S. K. Sharma	52, Rajiv Apartments, Zig Zag Road, Pali Hill, Bandra West, Bombay.	„
5.	Sh. Rajeev Chandra	7, D Railway Board Flats, Sarojini Nagar, New Delhi.	„
6.	Sh. L. K. Sinha	Shivam, Salimpur Ahra, Patna - 800003	„
7.	Sh. S. Ramanathan	44, Beach Raod, Kalakshetra Colony, Madras-90	„
8.	Sh. S. K. Madan	C-90, New Rajinder Nagar, New delhi.	„
9.	Sh. Vinod Sharma	7, Officers Rest House, State Entry Road, New Delhi-55	„
10.	Sh. K. B. L. Mittal	245/ 8-B, Railway Officers Flats, Panchkuin Road, New Delhi-110001	„
11.	Sh. Harpreet Singh	73, Sector 16-A Chandigarh.	„
12.	Sh. A. K. Gupta	4082, IIT Campus, Kanpur-208016	„

RULES AND REGULATIONS

1. NAME OF THE ASSOCIATION:

The name of the Association shall be “ Indian Railways Service of Mechanical Engineers Association”.

2. MEMBERSHIP:

2.1 Membership defined: All IRSME officers, permanent/ temporary, including IRSME officers who have retired from service shall be eligible for membership of this association. There shall be following three classes of members:

- (a) Life members.
- (b) Ordinary members and
- (c) Honorary Members

2.2 Subscription:

(a) Life Members:

Persons who pay an Enrollment fee of Rs. 200/- and Rs. 1000/0 as subscription may be enrolled as Life Members.

(b) Ordinary Members:

Persons who pay an Enrollment fee of Rs. 200/- and annual subscription of Rs. 100/- may be enrolled as ordinary members.

2.3 Admission to and qualifications for Honorary Membership:

A person may be invited to become and Honorary Member provided:

- (a) in the opinion of the Governing Council he is fit and proper person for conferment of the honour having regard to his meritorious contribution to the science and technology of the MECHANICAL ENGINEERING and transportation industry.
- (b) the approval of the President of the Association has been obtained by the Governing Council for the consideration of the proposal and
- (c) the proposal has received the support of not less than two third members of the Governing Council.

2.4 Cessation of Membership:

- (a) If the subscription of an ordinary member ordinarily remains in arrears for a period exceeding three months and not regularized even after a written notice; however, if the subscription goes into arrears for over two years owing to a member's long illness, or his being away from the country, the (central) Governing Council may consider the continuance of the members provided the subscription in arrears is paid immediately.

- (b) Upon resignation or death of the member.
- (c) Notwithstanding what is state in (b) above, in the event of dismissal, discharge or removal of a member, the central Governing Council may on a written request from such a member, continue his membership till such time his final appeal has been decided.

2.5 Suspension:

A member shall be suspended temporarily from the Association and have his name removed from the list of members, if in the opinion of the Central Governing Council such a member has:

- (a) conducted himself in a manner, which is unbecoming of a member of the Association; or
- (b) intentionally done any act or omission liable to injure the credit and good name of the Association; or
- (c) acted against the interests of the Association.

The said member shall be given 30 days notice by the (Central) Governing Council of the proposal to expel him and thereby enable him to offer his explanation in writing, which shall be placed before the Central Governing Council of the Association for considerations. He may be expelled with the approval of the Central Body.

2.6 Re – admission:

- (a) Members whose membership is terminated in lieu of clause 2.4 (a) above may apply in writing after clearing the arrears for restitution of membership, for the consideration of the (Central) Governing Council and membership may be restored by the two third of the members present at a meeting at which the application is considered.
- (b) A member, who has been suspended temporarily, shall be eligible for re-admission to membership on a fresh application and payment of fees subject to approval of the Central Governing Council.

2.7 Rights and privileges of members:

- (a) The Association shall keep a register of all its members containing their names and designations. This register shall be updated from time to time.
- (b) The register shall be open for inspection by any member at the office of the Association during the normal working hours.

3. GENERAL BODY:

3.1 General Body defined:

The General Body shall be the supreme body of the Association and shall consist of all members (ordinary/ life & Honorary) of the Association. It shall conduct business through Annual (ordinary), special, extraordinary (Emergency) General Body meeting convened from time to time and at such places and at such times as the Central Governing Council may decide as and when necessary.

3.2 Powers and duties/ functions of General Body

The General Body shall be competent to transact the following business at a General Body meeting:

- a) To receive and consider the report of the Central Governing Council on the affairs of the Association.
- b) To consider and approve the accounts.
- c) To appoint auditors.
- d) To chalk out the policy and programme of activities.
- e) To consider and approve, amend, ratify or reject draft memorandum and proposal regarding any talks, negotiations or settlements as may be presented to it by the (Central) Governing Council or any other Committee appointed by it.
- f) To frame 'rules and regulations' for the Association or add to them or to alter and rescind them.
- g) To consider any resolution or motion due notice of which has been received by the (Central) Governing Council.
- h) To consider delegation of powers for Zonal Governing Councils.
- i) To consider any other business as may be raised with the permission of the chair.

3.3 Quorum and Notice of Meetings and periodicity of meetings

- a) The notice necessary for meetings shall be as under:

(i) Annual General Body	---	20 Days
(ii) Special General Body	---	10 Days
(iii) Extra Ordinary General Body	---	24 Hours
- b) The notice necessary for moving a resolution or motion at the Annual General Body shall be 10 days.
- c) The General Governing Council/ Zonal Governing Council will be competent, owing to exigencies, to waive the above time-limits under 3.3 (a) and (b) to the necessary extent as and when necessary.
- d) Quorum for the meetings shall be 1/3 of the total membership.
- e) If within half-an-hour after the appointed time for the meeting, there is no quorum, the meeting shall stand adjourned and shall be held after half-an-hour at the same place to consider the agenda of the adjourned meeting and no quorum will be required for the adjourned meeting.

- f) The annual general meeting of the Association shall be held in January every year to transact the following business: -
 - i) To receive and consider the report of the Central Governing Council on the affairs of the Association during the preceding year.
 - ii) To receive and consider the accounts of the Association for the previous accounting year.
 - iii) To appoint the Auditor for the current accounting year.
 - iv) To transact any other business duly brought forward with the permission of the chair.
- g) Special General Meeting shall be convened by the President of the Central Governing Council to consider policy matters of vital importance affecting the interest of the members in general. The General Secretary shall also convene a Special General Meeting upon receipt of a requisition signed by at least one fifth of membership of the Association or 10 members whichever is less.
- h) An extra-ordinary General Meeting may be convened by the President, the Central Governing Council or the General Secretary of the Central Governing Council in emergency situations requiring General Body guidance or approval.

4. CENTRAL GOVERNING COUNCIL:

4.1 Central Governing Council defined

The management of the Association shall be vested in the Central Governing Council on All India Level at the registered office of the Association and for the Zonal Governing Councils at the Headquarters of the Zonal Railway branches concerned.

4.2 Composition

The Central Governing Council shall comprise of the following:

- i) A President
- ii) A Vice President
- iii) A General Secretary
- iv) An Assistant General Secretary
- v) A Treasurer
- vi) Four to eight Executive Members stationed in Delhi.

Note 1:

The Zonal Secretaries shall be ex-officio members of the Central Governing Council.

Note 2:

Minimum strength of the Central Governing Council shall be nine and maximum thirteen.

4.3 Term of Office

- a) All office bearers of the Central/ Zonal Governing Council shall be elected before the Annual General Body meeting of the Association and hold office for a period of one year or till a new council is elected. All Council members shall retire at the end of the each year, but shall be eligible for re-election. However, the same person shall not hold the same office for more than 3 consecutive terms.
- b) Any member of the Central/ Zonal Governing Council can be removed or suspended by General Body meeting of the Association on the recommendation of the Central Governing Council by a 2/3 majority vote of members present and voting for committing and fraud, theft, misappropriation, or for acting against the interest of the Association. Such a member shall be given one month's written notice to explain his alleged misconduct and the Central Governing Council shall decide the issue after the examination of the written explanation of the member and due inquiry into the matter.

4.4 Election and its mode

- a) Central Governing Council:
All members of the Association shall form the electorate for the members to be elected to the Central Governing Council as per rule 4.2 (i) to (vi).
- b) Zonal Governing Council:
The members based on each zonal Railway will form the electorate for the members to be elected to the Zonal Governing Council as per Rule 5 (e).
- c) The election shall be conducted by returning officer nominated by the Central/ Zonal Governing Council.
- d) Election for the Central/ Zonal Governing Council shall be completed by the end of December every year.
- e) Ballot papers bearing the names, designations and places of the posting of contestants shall be handed over to the members present only at the time of the elections and shall be put in sealed ballot boxes after exercising voting by the members.
- f) Nominations duly proposed by one member and seconded by two members for contesting the election shall be invited from members at least 7 days before the closing date.
- g) Scrutiny of nomination papers to establish eligibility for contesting the election shall be completed on the date of closing and non-eligible candidates nomination papers will be rejected forthwith.
- h) Nomination can be withdrawn within three days from the date of closing.
- i) The final list of contestants shall be prepared on the fourth day from the date of closing of nominations i.e. one day after the date of withdrawal.
- j) Election shall be conducted on the 15th day of the issuance of the notice calling for nominations and the results of the elections shall be declared on the same day as far as possible, but not later than the next day of the election.

- k) In case of the equal votes secured by more than one candidates, election shall be determined either by draw of lots or any other method agreeable to such candidates except re-voting.
- l) In the case the number of contestants are equal to the number of the vacancies in the councils concerned, there shall not be any election and these contestants shall be declared as unanimously elected for the committee concerned.
- m) All members, including the office bearers are eligible to contest for the post of Council Members.

4.5 Powers and duties/ functions of the Central Governing Council

- i) The Central Governing Council shall be responsible for day to day management, execution and working of the Association and will have necessary authority for taking all appropriate action for carrying out, executing and implementing the resolutions and directives passed and conveyed by General Body, inter alia, authority to deal with any emergencies affecting the interests of the Association.
- ii) Subject to the general control of the General Body of the Association, the Central Governing Council will have the following powers and functions besides those that may incidentally be vested in it: -
 - a) To admit members.
 - b) To frame working guidelines subject to these 'Rules and Regulations' for the proper functioning of the Association.
 - c) To appoint sub-committees for various functions as it deems necessary for the working of the Association.
 - d) To prepare memorandum, to negotiate and to settle, subject to final sanction of the General Body, all issues affecting the interests of the members.
 - e) To expand the funds of the Association and to arrange for their proper accounting and auditing.
 - f) To call meetings of the General Body as and when it deems fit for it is necessary by virtue of the provisions of these 'Rules and Regulations'.
 - g) To take such actions as may be necessary in furtherance of the aims and objects of the Association and for regulation of its activities.
 - h) To submit an Annual Report on the working of the Association at the Annual General Body Meeting.
 - i) To organise social and cultural activities under the auspices of the Association, whenever any such activity may be decided upon.
 - j) To co-ordinate and liaise with Zonal committees.
 - k) To publish a house bulletin/ magazine.
 - l) To submit duly audited, Annual Accounts of the Association.

4.6 Power and duties of the Office bearers

(a) The President

The President will preside over all the meetings of the Association and the Central Governing Council and will guide and supervise the working of the Association. The President will have a casting vote and will exercise the same, whenever the Central Governing Council is equally divided.

(b) The Vice President

In the absence of the President, the Vice President will preside over all the meetings of the Association and the Central Governing Council, and will have all the powers and responsibilities of the President. In the absence of both the President and the Vice President, the members present at the General Body Meeting/ Central Governing Council Meeting shall elect their Chairman of that particular meeting and the Chairman will preside over the such a meeting.

(c) The General Secretary

- (i) The General Secretary will be responsible for day to day functions of the Central Governing Council and shall co-ordinate and liaise between the Central Governing Councils and the Governing Councils.
- (ii) The General Secretary shall work only under the collective direction and responsibility of the Central Governing Council at Registered Office.
- (iii) The General Secretary shall convene and co-ordinate all meetings and shall keep a record of all the proceedings and perform all other work in conformity with the resolutions and directions of the Central Governing Council from time to time.
- (iv) The General secretary will record, review and report the activities and achievements of the Association covering the (i) Registered Office (ii) Zonal Units and will submit the report before the Annual General Meeting of the Association.
- (v) The General Secretary or his nominee shall maintain an up to date register showing names of members enrolled, on an all India basis.
- (vi) The General Secretary shall have the power to pass for payment, all bills for contingent expenses and for other expenditure in limits specified by Governing Council from time to time without prior sanction of the Central Governing Council for such or similar expenditure. The General Secretary shall be responsible for submitting to the Registrar of Firms and Societies all returns and notices that should be sent to that officer under the relevant act.

(d) The Assistant General Secretary

- (i) The Asstt. General Secretary shall act as General secretary in the absence of the later; and
- (ii) Perform such other duties as are assigned to him by the Central Governing Council or by the general Secretary.

(e) The Treasurer

- (i) The Treasurer will be responsible for all receipts and disbursements, proper accounting of funds of the Association, and shall submit annual financial report in the prescribed manner. The Bank account shall be operated by the Treasurer

- jointly either with the General Secretary or Vice President/ Asstt. General Secretary as decided by the Central Governing Council from the time to time.
- (ii) The Treasurer will co-ordinate and liaise with the Treasurer of Zonal Units concerned and will obtain a statement every quarter showing financial position of each and every committee.

4.7 Quorum and notice of meetings

- (a) Quorum for the meetings will be half of the Councils strength.
- (b) The Central Governing Council and Zonal Governing Council shall meet at least once in a quarter to review the work done and to pass the accounts. In addition, the council may meet as and when necessary.
- (c) A special meeting of the Central Governing Council shall be convened on requisition by at least six members of the council while that of Zonal Governing Council on requisition by at least four members.
- (d) The Chairman of any Council may adjourn and otherwise regulate their meeting as they think fit.
- (e) The President or in his absence Vice President shall preside at all general Body Meetings of the Association and of the Central Governing Council. In the event of both the President and the Vice President being absent, the Chairman shall be elected by a vote of the members present.
- (f) The President of Zonal Governing Council shall preside at all Committee meetings and in his absence, the Chairman shall be elected by the members present.
- (g) The notice necessary for meeting of the Central Governing Council/ Zonal Governing Councils shall be 7 days.

4.8 Filling up of casual vacancies

Any vacancy occurring in the Central Governing Council/ Zonal Governing Council shall be filled by the respective Council by co-option from amongst the members of the Association. The Central Governing Council/ Zonal Governing Council shall have the power to co-opt amongst the members of Council office bearers in case of a temporary vacancy thereof for any reason whatsoever.

5. ZONAL GOVERNING COUNCIL:

- (a) There will be a Zonal Governing Council of the Association at each Zonal Railway Headquarters. The members of the Zonal Governing Council will be drawn from the officers of the Zonal Railway.
- (b) The Zonal Governing Council shall be elected by the members of the respective Zonal unit by a secret ballot, and will function under the overall control of the Central Governing Council at Registered Office. Secretaries of Zonal Governing Councils shall be members of the Central Governing Council. Delegation of powers to the Zonal Governing Councils will be defined from time to time by the Central Governing Council. The Zonal Governing Council shall be responsible

- for day to day management of the work of respective Zonal Unit of the Association and will take appropriate steps for carrying out, executing and implementing the resolutions and directions passed and conveyed from time to time by the Central Governing Council.
- (c) The Zonal Association will have the authority to deal with appropriate authorities, in consultation and approval of the Zonal Governing Council, at its Zonal level on the matters directly concerned, and related to the members of that particular Zonal Unit.
 - (d) The Zonal Governing Council shall comprise of five elected members. These members shall elect from amongst themselves.
 - 1) A Zonal President
 - 2) A Zonal Secretary
 - 3) A Zonal Treasurer

5.1 AUTHORITY AND FUNCTIONS OF THE ZONAL GOVERNING COUNCILS

Subject to the overall control of the Central Governing Council, the Zonal Governing Council will have the following authority and functions.

- i) To admit members.
- ii) To frame rules and regulations for proper functioning of the Zonal Unit.
- iii) To appoint sub-committee for various functions as it deems necessary for the working of the Zonal Unit.
- iv) To expand the funds of the Zonal Unit and to arrange for their proper accounting and auditing.
- v) To submit an annual report on the working of the Zonal Unit to the Central Governing Council.
- vi) To carry out, execute and implement the resolution and directions passed and conveyed from time to time by the Central Body and Central Governing Council.
- vii) To organise social and cultural activities under the auspices of the Zonal Unit.
- viii) To act in accordance with the delegation of authority defined from time to time by the Central Governing Council.

5.2 AUTHORITY AND DUTIES OF THE OFFICE BEARERS OF THE ZONAL GOVERNING COUNCILS:

- i) The Zonal President shall preside overall meetings of the Zonal Governing Councils.
- ii) To supervise the affairs and activities of the Zonal Unit.

The Zonal Secretary

- i) The Zonal Secretary shall be responsible for day to day functioning of the Zonal Governing Council and shall be empowered for passing and incurring the expenditure deemed necessary for carrying out the activities of the Zonal Unit

- within the agreed and specified limits fixed by Zonal Governing Council from time to time.
- ii) The Secretary of Zonal Governing Council will co-ordinate/ liaise between the Central Governing Council/ Zonal Governing Council.
 - iii) The Secretary of Zonal Governing Council shall act in close co-ordination and liaison with the General Secretary of the Central Governing Council and shall work under the direction of Central Governing Council and Zonal Governing Council.
 - iv) The Zonal Secretary shall organise and convene all meetings of the Zonal Governing Council and other meetings deemed necessary from time to time and conformity with the resolutions and directions of the General Body, the Central Governing Council and Zonal Governing Council.
 - v) The Zonal Secretary shall be empowered to pass for payment of all bills for contingent expenses in limits by the Zonal Governing Council from time to time provided prior sanction for such expenditure has been obtained from the Zonal Unit, for expenditure exceeding these limits, prior approval of Zonal Governing Council will be necessary as far as possible. The Secretary will operate the Bank account jointly with the Treasure.
 - vi) The Zonal Secretary shall prepare an annual report highlighting the activities and achievement of the Zonal Unit and shall furnish the same during the month of December/ January to the General Secretary of the Association.

THE ZONAL TREASURE:

- i) The Zonal Treasure shall be responsible for all receipt and disbursement and proper accounting of the funds of the Zonal Unit.
- ii) The Zonal Treasure shall furnish quarterly statement indicating financial position of the Zonal Unit to the General Treasure, who shall be overall responsible for the finance of the Zonal Unit.
- iii) The Treasurer shall prepare an annual financial report of the Zonal Unit and submit to the Central Governing Council in the month of October through the General Treasure. The Treasurer shall operate the Bank account jointly with the secretary of the Zonal Unit concerned.

6. SOURCE OF THE INCOME AND UTILISATION OF FUNDS:

- a) Funds of the Association shall be raised by: -
 - (i) Enrollment fees.
 - (ii) Annual subscription.
 - (iii) Special contribution or levies from members as may be fixed by the
 - (iv) General Body or by the Central/ Zonal Governing Councils from time to time.
 - (iv) Donations and/ or subsidies.
 - (v) By realizing payments from advertisements in its magazine/ journal/ souvenir.
 - (vi) By organizing seminar/ cultural activities.

- b) The funds of the Association shall be deposited in an account opened in one of the Nationalised Banks approved by the Central/ Zonal Governing Council and operated in the manner prescribed. The Central Governing Council shall at its discretion specify the cash balance which may be held by the General Secretary/ Treasure to meet sundry expenses of the Association.
- c) Subject to the relevant Act of the Registrar of Firms & Societies, the funds of the Association shall not be spent on any subject other than the following:
 - i) The payment of salaries, allowance and expenses to staff of the Association.
 - ii) The payment of expenses for the administration of the association including traveling expenses, audit of the accounts of the General funds of the association.
 - iii) Allowance to members or their wives and/ or children on account of death, old age, accident, sickness or unemployment of such members.
 - iv) Publication of periodicals or magazines furthering the interests of the association and its members.
 - v) For furthering the interest of the association and its members.
 - vi) Any other matter authorised by the Central Governing Council.

7. FINANCIAL YEAR:

The financial year of the association will be from 1st January to 31st December.

8. AUDIT OF ACCOUNTS:

- a) The Annual Income and Expenditure account and the Balance Sheet of the Association shall be presented at the Annual General Meeting in the month of January, duly audited by a competent auditor nominated by the General Body in accordance with regulations of Firms and Societies Act.
- b) The Central Governing Council/ Zonal Governing Council shall cause accounts to be kept of all sums of money received and expended by the Association and all matters in respect of which such receipts and expenditure take place and of the assets and liabilities of the Association.
- c) The books of accounts shall be kept by the General Treasurer of the Central Governing Council and Treasurer of the Zonal Committees and shall be open to inspection by any member at the office of the Association during which office is open on any week day excluding holidays.

9. OPERATION OF BANK ACCOUNTS:

- a) The Bank account of Central Governing Council shall be operated by the Treasurer jointly either with the General Secretary or Vice President or Asstt. General Secretary as decided in the Central Governing Council from time to time.
- b) The bank account of Zonal Governing Councils shall be operated by the respective Zonal Treasure jointly with the Zonal secretary.

**10. ANNUAL LIST OF THE CENTRAL GOVERNING COUNCIL
(Section 4 of the Act)**

Once in every year a list of the office bearers and members of the Central Governing Council shall be filed with the Registrar of the Societies, Delhi, as required under Section 4 of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

11. LEGAL PROCEEDINGS (Section 6 of the Act)

The Society may sue or sued in the name of the President, General Secretary as per provisions laid down under Section 6 of the Societies Registration Act 1860, as applicable to the Union Territory of Delhi.

12. AMENDMENT (ALTERATION, EXTENSION OR ABRIDGEMENT) OF “PURPOSE” (AIMS AND OBJECTS) OR CHANGE OF NAME
(Section 12 and 12 (A) of the Act)

Any kind of amendment in memorandum of the Association shall be made as per provisions of Section 12 and 12 (A) of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

13. DISSOLUTION AND ADJUSTMENT OF AFFAIRS:

If the Association needs to be dissolved, it shall be dissolved as per provision laid down under Sections 13 and 14 of the Societies Registration Act 1860, as applicable to the Union Territory of Delhi.

14. APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act 1860, as applicable to the Union Territory of Delhi, shall apply to the Association.

15. ESSENTIALITY CERTIFICATE

Certified that this is the correct copy of the Rules and Regulations of the Association.

<http://irsme.nic.in>