



**MEMMORANDUM & ARTICLES OF ASSOCIATION**

**OF**

**CONFEDERATION OF REAL ESTATE DEVELOPERS'  
ASSOCIATIONS OF INDIA, ANDHRA PRADESH**

**(AMENDMENTS REGISTERED UP TO 2019-20)**

**ARTICLES OF ASSOCIATION**  
**OF**  
**CONFEDERATION OF REAL ESTATE DEVELOPERS'**  
**ASSOCIATIONS OF INDIA, ANDHRA PRADESH**

**CHAPTER 1**

1. The name and style of the Federation shall be CREDAI (Confederation of Real Estate Developers Associations of India) Andhra Pradesh Affiliated to CREDAI National.
2. The office of the CREDAI AP for the time being shall be situated at D.No. 48-18-2/4, Nagarjuna Nagar, beside Board of Intermediate Office, Vijayawada-520008.  
And may be shifted to elsewhere. The activities of the Federation shall be confined to the common benefit of the Real Estate developers in Andhra Pradesh.
3. **Objects of the Federation:**
  - a) To encourage fraternity, unanimity, feelings of co-operation and mutual help among the members of the organization, on the subjects connected with common good of the trade, industry and profession of building construction work and development of lands.
  - b) To promote and protect the general interest of the members and keep liaison with the Government for influencing the Government policies relating to the trade, industry and profession of building construction work.
  - c) To initiate organized action on the subjects connected with profession of building construction work increasing efficiency, productivity and quality of modernisation and Technology Advancement.
  - d) To collect and disseminate data, statistics, information and/or cause to help or assist in publication, on the subject related to the profession of building construction works.
  - e) To act as an arbitrator for settlement of disputes between Members or other Members or non-members or flat purchaser/Labour/consultants.

- f) To formulate expert opinion on typical matters arising out of the Government policies to organize and to motivate Meetings, Seminars, Conferences and Exhibitions etc.
- g) To represent to the Government all problems of the profession of building construction works.
- h) To provide all sorts of expert advice, guidance and assistance to the members and to do all general interest of trade and industry of profession of building construction works.
- i) To conduct Meetings, Lectures, Seminars and Classes on the difficulties experienced in day to day building construction works.
- j) To subscribe, to become a member of and co-operate with any other association, whether incorporate or no, whose objects are either wholly or partly similar to those of this organization and to procure from and communicate to any such association, such information as may be likely to further the objects of this association.
- k) To promote and protect the general interest of flat owners and to promote welfare scheme for the flat owners.
- l) To promote and protect the general interest of the Construction labourers and to promote welfare scheme for the construction labourers.
- m) To promote and protect the research in construction industry.
- n) Generally to do all that may be necessary or incidental to the attainment of the above objects.
- o) To pool up and share the expenditure of the all the members of the federation for the common benefit and to avail proper council, advice and assistance from fellow builder chapter members.
- p) To do community service activity for the benefit of community at large.
- q) i. Certified that the Association is formed with no profit motive and no commercial activities involved in its working.
- ii. Certified that the Office Bearers are not paid from the funds of the Association.

- iii. Certified that the Association would not engage in agitation activities to ventilate any grievances.
- iv. Certified that the Office Bearers signatures are genuine.
- v. ***Certified that the society formed under the title shall be irrevocable.***
- vi. ***Certified that the objects of the society shall not be carried out anywhere outside of India.***
- vii. ***Certified that the benefits of the society are open to all irrespective of caste, creed, sex, religion, colour etc.***
- r) MANAGING COMMITTEE  
The tenure of the Managing Committee of CREDAI AP shall be only two years from 1<sup>st</sup> April to 31<sup>st</sup> March, next succeeding year. Elections for the Managing Committee shall be conducted in the month of March and the elected body shall assume office in the month of April.

## CHAPTER 2

### REGULATIONS OF THE CREDAI AP

#### INTERPRETATION: In these Rules and Regulations

- a) Federation means "CREDAI AP" (Confederation of Real Estate Developers Associations of India, Andhra Pradesh)
- b) Member means any Registered Real Estate Developers association which is working for similar causes/purposes in the state of A.P.
- c) Managing Committee member means President of respective member chapter or the person who is proposed by the member chapter of the Federation.
- d) Subscription means the amount of the yearly subscription fixed or to be fixed by the Federation from time to time payable by the members Association.
- e) Year means the Financial year of the Federation commencing from the 1<sup>st</sup> day of April and ending with 31<sup>st</sup> March of the following year.

- f) **Managing Committee will meet at least once in 2 months and more if necessary. General Body will meet once in 2 months.**
- g) **Annual General Body Meeting will be held twice in a year. One in the month of March every year for the purpose of Annual Budget approval, to review the business held by the Federation and also to discuss future plans & activities and to conduct elections for the Managing Committee as per the tenure. Other General Body Meeting will be held before the end of September every year for the purpose of passing Annual Audited accounts along with any other subjects with the permission of the chair.**
- h) Extraordinary General Body Meeting means the Meeting of the members of the Federation other than the General Body Meeting convened or held for the purpose of conducting any business of the federation of an extraordinary nature.
- i) Committee Meeting means the Meeting of the members of the Managing Committee of the Federation including ex-officio Members and co-opted Members.
- j) Office Bearers of the federation means the persons elected as
1. Chairman
  2. President
  3. Vice Presidents – 3
  4. General Secretary
  5. Joint Secretaries – 3
  6. Treasurer

The Office Bearers of the federation shall meet at any time as and when required to expedite the business of the federation and the same shall be ratified in the next Managing Committee Meeting.

- k) Seal means the seal of the Federation
- l) In writing and written... includes printing, lithography, typewriting, SMS, E-mail or mode of representation, words in visible forms unless the content or language otherwise requires.

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**PRESIDENT**

## CHAPTER 3

### **SUBJECT TO THE PROVISIONS OF THESE RULES, THE MEMBERSHIP OF CREDAI AP SHALL BE AS FOLLOWS:**

Any Association or chapter engaged in the Real Estate Development or Business of construction of Apartments/commercial complex/any housing activities related to Real Estate shall be eligible for admission/enrolment as member of CREDAI AP.

There shall be only one chapter from any city/town.

#### **1. Admission Procedure:**

- a) All Applications for admission or enrolment as Member of the CREDAI AP shall be made in prescribed form to the General Secretary during business hours on any working day.
- b) The Application form should be accompanied by an entrance fee of Rs. 5,000/- (Non-refundable) or as fixed by Managing Committee from time to time subject to ratification by General Body.
- c) The Application form of any applicant, if rejected by the Committee, the same shall be informed to the applicant within 30 days from the date of such Rejection.
- d) The Managing Committee shall scrutinize the Applications of new members and shall decide the admission on the merits by a vote of majority in the Managing Committee Meeting.
- e) After the Managing Committee approves the admission, the Applicant/Prospective Member shall pay the Admission fee, Capital Fund and Subscription fees and or any other fees fixed by the Managing Committee from time to time upon which the admissions will be confirmed.
- f) The liability of the Members is limited to the amount of Subscription fees and dues payable by them during the current Tenure of the Membership.
- g) All the member chapters shall implement the consumer Grievance Redressal Mechanism self-code of conduct as prescribed by the CREDAI National and CREDAI AP.

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## **2. Termination of Membership:**

- a) Any member who defaults or neglects to remit/pay his membership Subscription or any other fees fixed by the Managing Committee within that particular year, the membership of such Member Association shall be liable for termination and membership of such default member association shall be deemed to have been ceased. However, if the Managing Committee on a review of the position on an application of the default member association may decide otherwise in the interest and welfare of the Association/Federation.
- b) The withdrawing member shall be liable to pay all his arrears or dues if any, to the Federation and shall not be entitled to refund of any fee, subscription or Donation paid by him to the Federation.
- c) The Managing Committee shall have the right of expelling any member in case the member contravenes or violates any of the Rules and Regulations of the Federation or does any act which is detrimental and prejudicial to the interests, aims and objects of the federation for which it is formed.

## **3. Subscription, Fees, Dues & Membership:**

Any chapter/association admitted as member shall pay towards admission fee, subscription and Capital Fund to CREDAI AP as may be fixed by its Managing Committee from time to time subject to ratification by General Body which are Non-refundable.

## **4. Duties of the Member:**

- a. Shall pay in time, Subscription, Fees or any other amounts as fixed by its Managing Committee from time to time on or before 30<sup>th</sup> June every year.
- b. To maintain the decency and decorum in public, within the federation and in its Meetings.
- c. The member chapter shall not make any remarks or personal comment on any other chapter members/Managing Committee Member in the Meetings. In case, the member has any problem or matter, personal in nature, he should bring it to the notice of the Chairman/President or General Secretary of the federation.
- d. No matter shall write or propagate against any other member either in writing or in verbal or SMS or E-mail or any other mode of communication

- e. In case, the member violates any of the above, the Managing Committee may take appropriate steps against such member and can even terminate his membership as per the Clause 2 of Chapter 3.
- f. All member chapters shall ensure by their member firms/members that they shall abide by the Bye-Laws, Code of Conduct and any other proceedings passed by the General Body from time to time to uphold the dignity and decorum of the federation.
- g. All the member chapters of CREDAI AP in all the agreements with the purchaser concluded with their member shall ensure to insert a clause that in the event of any dispute with regard to the Agreement/s, which is not resolved by negotiation with the purchaser, the same may be referred for mediation by the member association (respective member CREDAI chapter). The member association/chapter shall in turn refer the matter to CGRF constituted as per the guidelines issued by CREDAI National and CREDAI AP. The CGRF on enquiry into the case may give its award for the satisfaction of both parties. If the parties (member and purchaser) aggrieved on the award is at liberty to place the matter before the competitive authority for redressal.

## CHAPTER 4

### The General Body:

The General Body of the federation consists of the member chapters represented by its President or authorized person will become member in the General Body of the federation. The General Body Meeting shall be held as per Clause (f) of Chapter 2.

1. The General Body shall meet once in a year in the month of March for conducting the elections, if necessary of its Managing Committee as per term. This Meeting is called Election Meeting.
2. The Annual General Body Meeting shall be held once in a year not later than 30<sup>th</sup> September to approve the Annual Audited Accounts of the previous financial year along with any other subject.
3. An extraordinary General Body Meeting will be conducted in terms of Clause (h) of Chapter 2.

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### **Meeting Procedure for General Body:**

- a) Notice of the General Body Meeting shall be issued to all the members at least 21 days before the scheduled date of the Meeting and shall be accompanied by the Agenda for the Meeting.
- b) An extra ordinary General Body Meeting may be called or convened by the Managing Committee or the President whenever they think fit or on receipt of a written requisition from such members whose strength is not less than half of the total number of Members who are entitled to vote on the said requisition.
- c) The President shall preside at every Meeting of the Managing Committee and General Body of the Federation.
- d) In the absence of the President, Vice President shall preside the General Body Meeting or if he is not present within 30 minutes of the time appointed for holding meeting or if he is unwilling to act or preside over the meeting, then the senior most Vice President shall preside over the same. In case Vice President is also not available, any senior member duly nominated by the members present, shall preside over the Meeting as Chairman of that particular Meeting.
- e) All the Member chapters represented by their Presidents or in the absence of such President, a member from the Executive Committee duly authorised by a resolution passed by the Executive Committee of the concerned member chapter shall attend the General Body meeting as official representative of the concerned chapter. Such authorized representative shall produce a copy of that resolution to the Secretary of CREDAI AP. Then only such authorised representative is eligible for voting in case of any issue is proposed for a decision by voting.
- f) All decisions made by a majority vote. In case of equal votes, the Chairman of the Meeting shall be entitled to exercise his casting vote.

## **CHAPTER 5**

### **Managing Committee:**

- a. The Managing Committee consisting of 10 Office Bearers and as per Chapter 2 C
- b. The Managing Committee shall meet at least once in two months at its convenience. A notice before one week of the scheduled date shall be issued by the General Secretary.

- c. Quorum for the Managing Committee Meeting shall be  $1/3^{\text{rd}}$  of the total members of the Managing Committee.
- d. The Managing Committee shall consists of the following duly elected by the members in the Annual General Body Meeting (Election Meeting).
1. Chairman
  2. President
  3. Vice Presidents – 3
  4. General Secretary
  5. Joint Secretaries – 3
  6. Treasurer
  7. And minimum of 5 Committee Members in addition of all Presidents of all chapters.
  8. In addition, the immediate past President is Ex-Officio Member of the Committee.
- e. If any Members of Managing Committee absence himself for 3 consecutive meetings of the committee without permission of the President, the Managing Committee may remove such member from the Management Committee.
- f. The term of office of the Managing Committee members shall be for a period of 2 years, commencing from the first day of immediate financial year to last day of  $2^{\text{nd}}$  financial year (e.g.  $1^{\text{st}}$  April 2014 to  $31^{\text{st}}$  March 2016).
- g. If the office of the Chairman and other Office Bearers falls vacant for any reason during the year such vacancies shall be filled up at the special or extra ordinary General Body Meeting of the Federation.
- h. The Managing Committee may from time to time constitute or form sub committees or boards for efficient and proper administration of the affairs of the federation and for realization and fulfilment of all or any aims and objects of the Federation.
- i. Where no provision is expressly mentioned in any of the rules herein for any contingency, the Managing Committee shall be competent to lay down the procedure by means of a resolution to meet any such contingency and the same may be got ratified in the immediate next General Body Meeting.

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## CHAPTER 6

### ELECTIONS:

The Elections shall be conducted by the Election Committee constituted especially for the purpose by the Managing Committee.

The Election Committee shall start the process of Election as detailed below.

- a. Election notification shall be issued at least 21 days in advance by the Election Committee. The General Secretary shall assist the committee in issuing of notification and he shall ensure that notification shall be given to all the members along with nomination papers. The General Secretary shall arrange list of voters as per the eligibility criteria stipulated in the Bye-Laws. He shall assist the election committee until the process is completed.
1. The Election Committee issues Notification as above. Draws election schedule viz.,
  - i. Date and time for receiving of Nominations.
  - ii. Last date and time for receipt of Nominations.
  - iii. Scrutiny of Nominations.
  - iv. Declaration of Nominations rejected and accepted
  - v. Time for withdrawal.
  - vi. Date of Election.
  - vii. Date of counting and Declaring Results.
2. a. After withdrawal of nominations, out of all the valid Nominations, if it is found that a SINGLE NOMINATION stands against A PARTICULAR POST announced for election, no election is required to be conducted and such candidate/contestant's name shall be declared as elected unanimously against the post for which he filed Nomination. This applies in case of all posts.
- b. Election shall be conducted before completion of term by the Managing Committee which includes Office Bearers, by the end of March of the 2 yr, of the term.
- c. The newly elected Managing Committee shall assume charge from 1<sup>st</sup> April and continue up to two years.
- d. For the post of Chairman/President/Vice President/General Secretary/Joints Secretary and Treasurer NO MEMBER should contest for more than two consecutive terms for the same post.

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- e. For the post of Chairman/President/Vice President/General Secretary/Joint Secretary and Treasurer any member may continue in the same post in the interest of CREDAI AP if he is unanimously proposed by its General Body.
- f. Quorum of not less than 51% of the Members is required for conducting the election, if necessary. If the Election is postponed due to lack of quorum, the same may be conducted in the next Meeting held not later than 15days, as fixed by the Managing Committee with members present, irrespective of quorum.
- g. i. The President of the respective Member chapter or such person who is authorised by a resolution of the Executive Committee of the particular chapter shall have the right to cast the vote on behalf of the chapter as Per the decision taken by Executive Committee of concern chapter, it should be in writing.
- ii. Such authorised person shall submit a copy of resolution of the Executive Committee of that particular Member chapter to the Election Committee before participating in the election.
- iii. The voting will be valued/counted by the ratings awarded to the chapter based on the subscription they paid to the Federation. The chapter shall earn one point for every Rs. 25,000/- of subscription they paid. There is no limit on the points secured by this rating. It means a chapter may earn as more points as possible based on the amount of subscription they paid in multiples of Rs. 25,000/-.
- e.g. If a Chapter/Association having large number of members on its live register may subscribe Rs. 1.00 lakh, shall earn 4 points/votes at this rate. The total of such votes polled will decide election of candidate.

Note: For this purpose of rating, the subscription paid under Clause 4(a) of Chapter 3, by the member chapter will be taken into consideration.

## CHAPTER 7

### Qualification for the Contestants:

Eligibility for a Member to contest and vote:

- a. Any member chapter contesting in election should be in good stand i.e. should have paid Annual Subscription and all other dues if any, latest by 30<sup>th</sup> June of that particular financial year.

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**b. Member for the Managing Committee:**

A member chapter intending to contest as a member for the Committee should have minimum of 75% attendance in the Meetings of the General Body of CREDAI AP during the year to become eligible for contesting.

**c. General Secretary/ and Office Bearers:**

A member who have already served as member of Managing Committee at least for one term should have minimum attendance of 75% during the year of current Tenure in the Meetings of both Managing Committee as well as General Body Meetings of CREDAI AP to become eligible for contesting the post of General Secretary and Office Bearers.

**d. Chairman/President**

A member who had served as an Office Bearer of the Managing Committee at least for one term and also should have at least 5 years over all experience in the Executive Committee of the member chapter concerned.

e. The track record of a contesting member should have been fair enough with CREDAI AP and his activities as well as behaviour should not have been to the detrimental to the interests of CREDAI AP in particular and to the builders community in general.

f. The member who had signed the 'Code of Conduct' of respective CREDAI chapter is only eligible to CONTEST and VOTE in the Election.

g. Date of withdrawal of Nomination should be stipulated in the Election Notification.

h. One member chapter is eligible to contest maximum two posts.

i. A new member who joined CREDAI AP within that particular financial year can vote without time limit of 30<sup>th</sup> June provided he joins prior to the date of Election Notification.

j. The contestants are required to be proposed and seconded by Chairman/President/Secretary of the chapter who are in good stand and such members should have completed minimum three years as a member of CREDAI AP.

k. Filing the Nomination by the contestants are subject to the Rules and Regulations as laid down in the Election Notification issued by the Election Committee.

l. The contestants are required to be proposed by a resolution of the Executive Committee of concerned Member Chapter for a particular post.

## CHAPTER 8

### FUNDS:

1. The Funds of the Federation shall comprise of donations, subscriptions, contributions, fees, Advertisement charges, Sponsorship charges for services rendered and sale of goods and property either movable or immovable, belonging to the Association and any income or gains accruing either from any properties of the Federation otherwise.
2. The Funds shall be spent only for the attainment of aims and objectives of the federation and in accordance with the Rules and Regulations and no portion thereof shall be paid or transferred directly to any of its members through any means.
3. *The funds of the society shall be utilized as per the provisions of sub-section (5) of section 11 and also u/s.13(1)(d) of the Income-tax Act, 1961.*

### AUDIT:

The Annual Accounts of the Federation shall be Audited by the qualified Chartered Accountant appointed by the Managing Committee. Those audited Accounts shall be presented to the General Body not later than September, 30<sup>th</sup> in a financial year for approval.

The Managing Committee shall appoint Auditors and fix the remuneration.

### FUNCTIONS OF THE MANAGING COMMITTEE:

**The Managing Committee shall have the powers:**

1. To open account with any Bank or Banks and to deposit, invest and deal with any of the monies of the federation.
2. To determine, from time to time who shall be entitled to sign on behalf of the Federation bills, promissory notes, cheques, warrants, receipt acceptance endorsements and negotiable instruments, contracts release assignment, surrenders and conveyance.
3. To perform all executive duties.
4. To carry on the work of the federation in conformity with the Bye-Laws/Regulations of the Federation.
5. To accept or reject the Application for Membership of the Federation.

6. To remove or cancel membership of such members whose presence is likely to be harmful to the interests of the Federation and also such members, who do not pay their subscriptions and who do acts contrary to the duties of the member.
7. To consider resignation from the Membership of the Federation.
8. To take adequate measures for the fulfilment of the aims and objects of the Federation including the ratification of the decisions of the Office Bearers.
9. To incur and pay all expenses necessary for carrying out the aims and objects of the federation.
10. To manage the affairs of the Federation.
11. To call for the General Body Meeting, Annual General Body Meeting and Extra Ordinary General Body Meeting.
12. To take such steps as they may deem necessary or expedient for giving effect to the resolutions passed by the Managing Committee and/or General Body Meeting.
13. To prepare and approve the Budget of the coming Financial year before March i.e. before the end of that Financial year.
14. To initiate and defend all such actions and suits as the Managing Committee may deem necessary.
15. To compromise and/or to submit to arbitration such actions and suits as the committee may in its discretion deem fit.
16. To constitute sub-committees and to frame rules for their efficient working.
17. To prepare reports and accounts.
18. To make arrangements for calling the Annual General Body Meeting and to regulate the proceedings there of to submit memorandum etc., or send deputation to Government or other Authorities in respect of any subject matter which is in furtherance and fulfilment of the aims and objects of the federations.
19. To honour and present Awards to prominent persons in business and in public life.

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20. To establish contacts with any other similar institutions/associations/organizations established already in India.
21. To invest, if necessary the funds of the federation in fixed deposits in any reputed/Scheduled Banks/Housing Finance Institutions.
22. To purchase or otherwise acquire for the Federation any property either movable or immovable at such price and such terms and conditions, as they may think fit.
23. To enter into all such negotiations and contracts, resign and revoke all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the federation as they may consider expedient for and in relation to any of the matters aforesaid or otherwise for the purpose, aims and objects of the Federation.
24. To function and carry out and perform all such acts, deeds and things as may be necessary, proper and conducive for the benefit of the Federation.
25. To admit or expel any member and extend/delete any one as Hon'ble member/ Special invitee.
26. Managing Committee is empowered to revise the fees like admission fee, annual subscription, capital fund, and corpus fund and to introduce any fee/fund time to time subject to ratification by General Body.
27. To appoint, relieve, retire and dismiss any officers and employees and to fix their wages and remuneration.
28. To provide a seal for the purpose of the federation and affix it to any deeds or other documents which shall be signed by two members of the managing committee in whose presence the seal is affixed.
29. To write off in the accounts of the federation such sums as they may deem expedient in respect of bad and doubtful debts or otherwise.

## CHAPTER 9

### POWERS AND FUNCTIONS OF THE OFFICE BEARERS:

#### 1. The Chairman shall

Address the Managing Committee and General Body Meetings and guide the federation.

## 2. The President shall

- a. Conduct all Business of the Federation and guide and manage the Administration of the federation in close co-ordination with its Chairman.
- b. To nominate a member to be the Convenor of any committee or sub-committee which the Managing Committee may form or constitute.
- c. Spent at his discretion Rs. 50,000 (Rupees Fifty Thousand only) for the objects of the federation subject to the ratification by the Managing Committee.
- d. Exercise each and every power vested in the Managing Committee. If the Managing Committee Meeting cannot be immediately convened for any reason whatsoever, provided the Managing Committee ratifies the exercise of such power in its next Meeting.
- e. With approval and sanction of the Managing Committee and/or under the directions of the Managing Committee to execute all documents relating to purchase, sale, transfer, lease or encumbrances of any property belonging to the federation.

## 3. Powers and Duties of the General Secretary

- a. The General Secretary shall be the Chief Executive Officer of the Federation.
- b. He shall extend help to every committee, sub-committee of the Federation that may be formed in communicating and any secretarial assistance is required from his office.
- c. He shall be responsible to conduct the Business of the Federation in accordance with the directions of the General Body and Managing Committee.
- d. He shall record and maintain the minutes of the proceedings of the Managing Committee and General Body Meetings, Annual General Body, Extraordinary General Body.
- e. He shall keep and supervise all accounts and funds of the Federation in co-ordination with the Treasurer of the Federation.
- f. He shall keep in his possession and control and take care of Properties, Furniture and documents belonging to the Federation.
- g. He shall issue notices of all General Body Meetings/Executive Committee Meetings/Annual General Body Meetings/Extraordinary General Body Meetings.
- h. He shall assist the election committee in providing all help providing voter lists, providing eligibility criteria as per Bye-Laws.
- i. He shall have the power to incur an expenditure not exceeding a sum of Rs. 25,000/- (Rupees Twenty Five Thousand Only) for the object of the federation at any one time, in case of emergency and with the consent of Treasurer subject to ratification by the Managing Committee.
- j. He shall maintain the Register of memberships of the Federation.

- k. He shall perform all such duties as are incidental to his office.
- l. Shall attend to all the correspondence, letter, notices etc.

#### **DUTIES AND FUNCTIONS OF THE TREASURER**

- a. The Treasurer shall keep or cause to be kept proper accounts of the funds of the Federation.
- b. He shall get accounts of the federation audited by the Auditor who may be appointed by the Managing Committee.
- c. He shall demand, receive and disburse all monies of the Federation under the directions of the General Secretary or the Chairman or the President and shall be responsible for the correct accounts and actual daily cash balances of the Federation.
- d. He shall collect all dues of the Federation and issue receipts for the monies received.

#### **Joint Secretary: (3 members)**

They shall assist the Secretary in the discharge of his duties. One of the Joint Secretary shall take place of General Secretary and perform his duties whenever Secretary is absent as decided by the President.

#### **Operation of Bank accounts**

The funds of the federation shall be kept in any prominent reputed or scheduled Bank and account shall be operated by the Treasurer jointly either with the Chairman/President or the General Secretary.

#### **Amendment**

*All the alterations, amendments, deletions or additions to the Memorandum of Association or Articles of Association shall be made only if voted by half (½) of the total members of the association at a special General Body Meeting convened for this purpose and with the prior approval of the Commissioner of Income-tax having jurisdiction over the case/society.*

#### **Dissolution**

In the event of dissolution of the federation there remains after the satisfaction of all debts and liabilities any property whatsoever the same shall not be paid to or disbursed among the members of the federation and shall be given transferred to any other institution with similar objects and aims which has been recognized by the Income Tax Authorities as registered under section 12-A of the Income Tax Act as determined by the majority of the members or before the time dissolution.