

13. Function and powers of the Governing Body.

- a) Governing body shall be responsible for the management and administration of all affairs of the Association and is also authorized to appoint any office bearer to look after any particular activity.
- b) All the decisions shall be taken by the majority votes.
- c) The Governing Body shall have the powers as are the powers of the associations, mentioned in Memorandum of the association and its Rules and Regulations.
- d) To be invested with the movable and immovable properties of the Association as trustees or custodians till the end of the tenure of the Governing Body and to hand over the possession to the succeeding Governing Body.
- e) To elect members of the Governing Body in case of casual vacancy arising during the tenure of the Governing Body and such member shall hold office till the forthcoming general body meeting and he can be re-appointed in the General body meeting.

- f) The Governing body may appoint a sub-committee as an advisory committee and The Principal of SREC and a representative from the Management of SREC will be the members of the sub-committee.
- g) The management representative will be the chief patron and the principal of the college will be the patron. Apart from the above two personalities, the Governing Body may also appoint one or more eminent personalities from the public to the Advisory Board. Such personalities and the Principal and representative of management need not be the members of the association. The members of the sub-committee shall have no voting right in any meeting and they can attend any meeting only on invitation, to give valuable suggestions and guidelines and their suggestions and guidelines are only supporting nature and not binding on the Governing or General Body.

14. Composition of the Governing Body

The composition of the Governing Body shall be

Office bearers

- c) President
- d) Vice President
- e) Secretary
- f) Joint Secretary
- g) Treasurer
- h) And thereafter Executive Committee members

15. A Powers and Duties of Members of the Governing Body

- a) All the members must put their best efforts sincerely and honestly to the attainment of the aims and objectives.
- b) To abide by the rules and regulations of the association and to take action against any member violating the principles of Memorandum and the Rules and Regulations of The Association.
- c) To maintain books and records and vouchers for expenses and check for the genuines.
- d) To submit annual accounts for audit and also for approval in the general body meeting.
- e) To maintain statutory records, file necessary forms with the registrar of societies on due dates with respect to appointments, changes, admissions, change of the Registered office, annual accounts etc.

B. President

- 1. President shall preside over the meeting of the association.
- 2. The association may sue and/or be sued in the name of the President as per the section 20 of the Tamil Nadu Societies Regd Act, 1975.
- 3. At the time of proceedings on any matter or subject, if there is a tie in the voting, the president shall cast his special vote and decide on the matter.
- 4. President shall have the power to allow any matter, not in the agenda to be discussed in any meeting.
- 5. President shall be the authorized person in all respects of the Governing body.
- 6. President can spend up to Rs.1000 without prior sanction but has to get the same ratified in the next governing body meeting.

C. Vice-President

- a. The Vice-President shall enjoy all the powers of the President in his/her absence.
- b. The Vice-President shall assist the President in discharge for the duties.

D. Secretary

- a. The Secretary shall call for and conduct the governing body and general body meeting.
- b. The Secretary shall keep the register of members, Minutes of all meetings and all other statutory records.
- c. The Secretary shall file the necessary statutory forms to the Register of societies on the due dates.
- d. The Secretary can operate the basic account of the Association jointly with the Treasurer.
- e. The Secretary should obtain the annual account statements, interim financial positions and to present the same before meetings.
- f. The secretary shall have the power to spend for the Association up to Rs.500 in the absence of both the President and the Vice-president and get the expenses ratified in the general body meeting.

E. Joint Secretary

- a. The Joint Secretary shall have all the powers of the secretary in his/her absence.
- b. He shall assist the secretary in discharge of his duties.

F. Treasurer

- a. The Treasurer should operate the Bank account of the Association jointly with the secretary.
- b. The Treasurer will issue receipts for the contributions, admission fees, association fees, etc and to preserve the copies of the receipts.
- c. Treasurer should obtain the vouchers, cash receipts for all the expenses of the Association.
- d) Treasurer will issue cheques for the expenses authorized by the governing body. The Treasurer should maintain an cash Rs.1000/- towards the meeting and imprest Recurring expenses.
- f) The Treasurer record all the incomes and expenses of the Association, to prepare monthly, quarterly, and annual financial statements for discussion and adoption by the governing body and also for the approval by the general body.
- g) The financial statement shall be forwarded to the body through the secretary.

16. Accounts and Audit

In terms of the Section 16 and rule 18 of the Tamil Nadu Societies Regd Act, 1975 and 1978, the Association shall keep and maintain the following books of accounts:

- a. Cash book showing daily receipt and expenditure and the balance at the end of each day.
- b) Receipt book containing the forms in duplicate, one of each set to be issued with details for the money received by the Association and other to serve as counterfoil.
- c) Vouchers file containing all vouchers for contingent and other expenditures incurred by The Association numbered serially and filled chronologically.
- d) Ledger showing consolidated and separate account of all terms of receipts and expenditure, member wise as well as item wise.
- e) Monthly register of receipts and disbursements.

The Treasurer and the Secretary shall verify the accounts, returns, and registers of The Association and a declaration as given below shall be appended to each record of the registrar.

“ I declare that the particulars furnished above are true and correct to the best of my knowledge and belief”.

The Association shall prepare a receipt and expenditure account and a balance sheet at the end of each financial year and shall cause them to be audited by a chartered accountant if the annual income or the expenditure exceeded Rs.10000 or by two members of the Association if the annual income or the expenditure is below Rs.10000.

17. Applications of Funds

1. The Association shall have power to spend out its funds such that sums only for the purposes authorized in the memorandum and these rules and regulations.
2. No part of the funds of the Association shall be divided by the way of bonus or dividend or otherwise among members.
3. No payment shall be made to the governing body or advisory body members as honorarium or salary or remuneration for their services to the association.
4. The Association can ear mark funds specially for the purpose of making provisions for a dependent of a deceased or disabled member and governing body from time to time depending on the circumstances shall decide the limits for such assistance.
5. All the incomes of the association shall be utilized only for the promotion and upliftment of the aims and the objectives of the association . The term 'dependent' and 'disabled' shall have the meanings as set out in the explanation to section 25 of the Tamil Nadu societies Act, 1975.

18. Annual General Body Meetings

1. At least one general body meeting of the Association shall be held in every financial year.
2. Such Annual general body meeting must be held within 6 months from the end of the financial year.
3. Notice of the general meeting shall specify the date, time and place and the agenda of the meeting and where any special resolution is required and explanatory note for calling the special resolution including the relevant extracts or documents for consideration must be given within 21 clear days before the meeting.
- 4) The notice may be served either
 - i) By post or courier.
 - ii) By hand delivery.
 - iii) By circulation.
 - iv) By advertisement in two leading newspaper.
 - v) By e-mail.
- 5) Quorum $\frac{1}{3}$ of the total strength of the member shall form the quorum for the meeting if no quorum is found after an hour, the meeting is adjourned to the next week, same day time and venue and if no quorum is present in that meeting also, the members present are the quorum.