

# **RULES AND REGULATIONS OF THE ASSOCIATION OF GEOGRAPHERS**

1. **DEFINITION:**

- (A) Society means : The Association of Geographers  
(B) Committee : The Executive Committee of the Society.  
(C) Office bearer means : Chief Patron, Patron, President, Vice President, General Secretary, Joint Secretary, and Treasurer.  
(D) Year means : From 1<sup>st</sup> April to 31<sup>st</sup> March  
(E) Body Means : The General Body of The Society  
(F) Act Means : Societies Registration Act 21, 1860.

2. **MEMBERSHIP:**

The membership of the Society shall be open to any person (male or female) above the age of 18 years and interested in the promotion of geographical knowledge and social welfare work and who will abide by the rules and objectives of the society. One will have to submit a petition for the membership which is to be approved by the Executive Committee. The membership fee will be Rs. 100/- for an Annual member, Rs. 500/- for Life member & Rs. 1,000/- for Institutional member. The General Body, however, will be empowered to bring about any change in the membership fee in future.

3. **APPLICATION FOR ADMISSION:**

- (A) Every application for admission as member of the society shall be addressed to the General Secretary of the society.  
(B) Every application shall be considered in the meeting of the Executive Committee and shall be accepted or rejected by a vote of majority except as provided under rule- 4 of these rules.  
(C) Every applicant shall be informed by General Secretary in writing of the decision of the Executive Committee, which will be final.

4. **TERMINATION OF THE MEMBERSHIP: -**

- (A) By failing the payment of his annual membership fee without reasonable ground.  
(B) By Resignation.  
(C) By failing to attend three consecutive meetings without information.  
(D) By death.  
(E) By unsound mind.  
(F) By order to the General Secretary, if any member does not abide by the rules of the society or found guilty of misconduct.

5. **FORMATION OF EXECUTIVE COMMITTEE:**

- (A) Subject to the provisions of these rules, the affairs of the society shall be administered and controlled by an Executive Committee including office bearers elected by the General body for a period of 2 years.

- (B) The Members of the Executive Committee shall continue as such for a period of 2 years. Any vacancy created by death or otherwise shall be filled in within 3 months of the occurrence of such vacancy by the Executive Committee of the Association.
- (C) There shall be 13 (Thirteen) members in the Executive Committee of the Association.
6. **POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:**
- (A) To carry out the aims and objectives of the society.
- (B) To administer and control the affairs and funds of the Society and exercise all powers on behalf of the society.
- (C) To do all other lawful acts, matters, things and deeds as may be conducive to and expedient in the interest of the society.
- (D) To purchase, take on lease or in exchange or hire or otherwise acquire any movable property for the purpose of the society.
- (E) To manage all the institutions conducted and established by the society.
- (F) To execute the decisions taken by the General body of the society.
- (G) To facilitate the election of the office bearers.
- (H) Any decision of the Executive Committee must have support of 3/5<sup>th</sup> of the present members of the committee.
7. **POWER AND FUNCTION OF THE OFFICE BEARERS:**
1. **CHIEF PATRON:**  
The overall observer, supervisor and promoter of the society shall be chief patron of the society.
2. **PATRON:**  
The society's care taker shall be Patron of the society.
3. **PRESIDENT:**
1. The tenure of the president shall be of one year. He will be elected by the General body.
  2. The President will preside over all meetings of the executive committee and the general body of the society. In the absence of the president, the senior most vice-president present in a meeting shall act as the President and shall exercise all powers of the president in his absence.
  3. The President will exercise his casting vote if there is a tie in the meeting
  4. The President will guide, direct and supervise all the activities of the society.
4. **VICE-PRESIDENT:**
1. There shall be three vice presidents. They will be elected by the General body of the society.
  2. They will perform the duties assigned by the president and the executive committee.
  3. The senior most vice-president will preside over the meeting of the executive committee and general body in absence of the president.
5. **GENERAL SECRETARY:**
1. The General Secretary shall be elected by the General body for a term of 2 years.
  2. Will be chief functionary authority of the society.
  3. Will execute all resolutions approved by the General body, Executive Committee and any other committee of the society.

4. Will represent the society in availing monetary support from different agencies.
  5. Will be authority to put signature on all documents (legal, formal and others) on behalf of society.
  6. Will have right to appoint, suspend and terminate the employees.
  7. Will fix remuneration and give increment to the employees.
  8. Will suggest the different committee/sub committee in the direction of making the society self-sustainable.
  9. Will have to maintain the account with the help of the treasurer.
  10. Will have to maintain all documents of the society.
  11. Will act as convener of all meetings.
  12. Will send information to the Registrar/Assistant Registrar and other authorities about amendments in byelaws and such information which are needed to be sent to the Registrar/Assistant Registrar.
  13. Will correspond with different bodies within and outside India.
  14. Will decide agenda of all the meetings and will circulate it among the members.
  15. Will operate Bank Account with the Treasurer as co-signatory.
  16. Will be at liberty to spend for the purpose of the society at any time sum up to spend for the purposes for the society at any time a sum up to Rs. 5,000/- with out previous sanction of the executive committee for the purpose of the society. The approval, however, is to be taken from the executive committee in the very next meeting.
6. **JOINT SECRETARY:**  
The term of Joint Secretary shall also be of 2 years. He will be elected by the General Body. He will assist the General Secretary in his day to day work and will also work as a working General Secretary in the absence of the General Secretary.
7. **TREASURER:**
- (a) Will be elected by the General body for a term of 2 years.
  - (b) Will be the caretaker of the account of the society.
  - (c) Will receive all sort of monetary support and aid on behalf of the society.
  - (d) Will make payment of all expenditures. However, approval of the Executive Committee and General Body will be required.
  - (e) Will collect receipts against all sorts of payment.
  - (f) Will have to maintain account of the society as per directions of the Executive Committee.
  - (g) Will have to maintain Cash Ledger, Balance Sheet and other documents related to account.
  - (h) Will operate Bank Account as a co-signatory with the General Secretary
  - (i) Will present annual report of income and expenditure duly audited by authorized auditor before the General body of the society.
8. **POWER AND FUNCTIONS OF THE GENERAL BODY:**
- (1) There shall be a meeting of General body at least once in a year at a place and time fixed by the Executive Committee and finally approved by the General body.

- (2) The general body shall elect President, Vice-President, General Secretary, Joint Secretary, Treasurer and Executive Members for the term as specified in the relevant clauses.
- (3) The General body will approve the annual account of the society presented by the treasurer.
- (4) The General body will appoint an auditor for auditing the annual accounts.
- (5) The General body will decide the programmes and activities of the society for the next year.
- (6) Whenever required the General body will bring amendments in the laws and by laws of the society by 2/3 majority of the present members.

9. **INFORMATION OF MEETING:**

1. The Executive committee meeting will be communicated to the members of the Executive Committee at least of seven days before the scheduled date of the meeting.
2. General body meeting will be communicated to the eligible members of the General body a minimum of 15 days before the scheduled date of the meeting.
3. The information of the meetings will be sent by postal services.

10. **EMERGENCY MEETING:**

The General Secretary of the Association shall have to call emergent meeting of the Executive Committee and the General Body within 15 days after a written request is made by 3/5<sup>th</sup> members of the Executive Committee. In case, the General Secretary fails to do so, the signing members of the Executive Committee will automatically be eligible to call a meeting at an appropriate place and date and to take lawful decisions on concerned issues.

11. **CORRUM OF THE MEETING:**

- (1) Presence of the 2/3<sup>rd</sup> of the total eligible members will make the corrum for the meetings of Executive Committee and General Body.
- (2) In case the corrum is not met in the lawfully called meeting, then the next date and time will be decided in the same meeting.

12. **SOURCES OF INCOME:**

- (A) By donation from its members, other individuals, private firms, companies, organizations and institutions running under the society.
- (B) By Government Aids.
- (C) Any other lawful sources.

13. **BANK OPERATION:**

- (A) The accounts of the society shall be maintained by the Treasurer of the society.
- (B) The Society shall open a Bank Account in any of the Nationalized Banks or Post Office in the name of the Society. The executive committee resolution, however, will be needed to the concerned matter.

(C) The General Secretary and Treasurer shall be joint signatory for the operation of Bank account and any other account.

14. **INSPECTION OF THE RECORDS:**

All the records will be kept in the registered office. Any member willing to inspect can do so with the prior permission of the President, General Secretary of the Society.

15. **AUDIT OF ACCOUNT:**

(a) The account of the society shall be audited at least once a year by an auditor appointed by the General Body and will be placed before the general body meeting.

(b) Inspector General of Registration, Bihar on his discretion, any time, may get audited accounts of the Society by a recognized Chartered Accountant and the fee will be borne by the Society.

16. **INTERPRETATION:**

The authority for interpretation of any of these byelaws/rules or regulations made here under which are enforced or that may come into force shall vest in the Executive Committee and their decision in the matter shall be final. The General body shall be informed accordingly.

17. **AMENDMENT OF RULES:**

The rules will not be amended unless 3/5 members of the society have agreed to the proposed amendment in the General Body meeting provided at least one month notice has been given to the members about the proposed amendment.

18. **LEGAL PROCEEDING :**

The General Secretary shall represent the Society at all the legal proceedings by or against the society. All documents executed by or in favour of the society shall be in the name of the General Secretary of the Society.

19. **DISSOLUTION:**

1. The society shall be dissolved according to the Rules of the societies Registration Act 21, of 1860 by 3/5<sup>th</sup> majority of the members of the society in the General Body meeting.
2. After the dissolution the total movable and unmovable properties of the society shall either be given to any other Society of the same aim and objective or be given to the Government after being paid all debts, loan, etc. of the Society by 3/5<sup>th</sup> majority in General body meeting.
3. The Society will be dissolved after the permission of Bihar Government under section 13 of the Societies Registration Act 21 of 1860.

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

**PRESIDENT**

**TREASURER**

**GENERAL SECRETARY**