



## TRUST DEED

THIS TRUST DEED made at Mumbai the 2nd day of January Two Thousand Four amongst (1) Mr. Dinesh Parekh (2) Mr. Madhav Chavan (3) Mrs. A. C. Udas (4) Mr. A. D. Sawant (5) Mr. Nijen B. Desai (6) Mr. N. V. Thakkar (7) Mr. A. D. Nimkar (8) Mr. S. R. Tendulkar all inhabitants of Mumbai, hereinafter for brevity sake called the TRUSTEES (which expression shall unless repugnant to the context or contrary to the meaning thereof include survivor or survivors of them and the other Trustee or Trustees for the time being and from time to time of the Trust herein contained his/their legal representatives and assigns).

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WHEREAS the above mentioned TRUSTEES, being desirous of establishing a centre for promotion of Fellowships amongst them in order to exchange/provide ideas, thoughts, results and scientific knowledge for betterment of the Institute of Science, contributed a sum of Rs.8,000/- and held the said sum of Rs.8,000/- in their safe custody with a view to settling account trust to utilise the sum and/or income thereof to serve the scientific and research needs of the people of India, the benefit whereof is not restricted to any class, community, caste, creed, religion in the manner

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AND WHEREAS prior to the execution of these presents the TRUSTEES do AND WILLIAM the possession of Rs.8,000/- (Rupees Eight Thousand only) and hereby community and interest therein. IT IS HEREBY AGREED AND DECLARED AS

NAME OF THE TRUST

1. THE INSTITUTE OF SCIENCE MUMBAI. ALUMNI ASSOCIATION

DATE OF **FORMATION** OF THE TRUST 2. OCTOBER 1, 2003

ADDRESS OF THE TRUST

3. The Registered Office of the Trust shall be situated in Mumbai in the State of Maharashtra, currently located at The Institute of Science, madam Cama Road, Mumbai

TRUST FUND AND NATURE OF THE TRUST

4. In consideration of the premises aforesaid the AND said Trustees shall stand and be possessed of and hold the said sum of Rs.8,000/- (Rupees Eight Thousand only) and all other and future donations howsoever and from whomsoever received by the Trustees with or without any conditions thereto attached and all moneys belonging to the Trust and all investments for the time being and from time to time representing the whole or part of the same and all other properties movable and immovable which may be received, substituted or added in due execution of the Trust Powers and provisions of these presents all of which assets of the Trust are, hereinafter in these presents, designated and referred to as the 'TRUST FUND' upon Trust for the use and with subject to the powers, provisions, declaration and agreements hereinafter declared contained or concerning the same.

OBJECTS OF THE TRUST

5. The objects of the Association are :

To bring together the Alumni of the Institute as a community, and to promote fellowship among them in order that they exchange / provide ideas, thoughts, resources and scientific knowledge for the betterment of the Institute of Science as an Institution, to serve the scientific and research needs of the people of India, the country and humanity at large without discriminating between caste, creed, gender, language and religion.

- a. To promote research in different and all branches of knowledge with particular emphasis on natural sciences and technology
- b. To promote dissemination of scientific knowledge and scientific temper among the people of India.
- C. In order to achieve the above aims, to undertake various activities and programs including but not limited to the following:
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- To hold scientific meetings / conferences / workshops / lectures of national ii. and international standard.
- To formulate and fund research programs iii.
- To serve as an interface between academics and industry. iv.
- To institute merit awards for recognition of academic excellence. V.
- Vi. To try and promote a long term program of introduction of visiting faculty. constituting prominent institutes' alumnus who are involved in the academic fields.
- Vii. To create an internet presence through a website and launch a newsletter on the same.
- viii. To set up a forum to develop activities other than academics for all round development of the student community.
- ix. To aid Institute students as also faculty members traveling abroad by providing contacts in order to facilitate their stay, work and leisure
- To arrange Social get-togethers periodically to promote fellowship. X.

RULES AND REGULATION OF THE INSTITUTE OF SCIENCE ALUMNI ASSOCIATION.

#### INTERPRETATION OF WORDS THE RULES & REGULATION: 1.

In the interpretation of these articles unless there is something inconsistent with the subject or context.

- 'Association' means "The Institute of Science a. Mumbai Alumni Association".
- 'Financial Year' means the period commencing from 1st April to 31st March b. of the subsequent year.
- shall mean and include individuals, Firms, Joint Hindu C. 'Members' Families, Societies, Associations, Trusts, Corporations and Incorporated Bodies
- "Office Bearers" shall mean and include the President, Vice President, d. Secretary, Joint Secretary and Treasurer for the time being of the Association.
- AREA OF OPERATION: 2. The area of operation of the Association shall be the City of Mumbai.
- FINANCIAL YEAR: The Financial Year of the Association shall be from 3. 1<sup>st</sup> April to 31<sup>st</sup> March of the subsequent year.

## MEMBERSHIP AND ITS REGISTRATION

a) The Membership of the Association shall be restricted to those graduating from The Institute of Science, past /present faculty Members.

## b) Fees for Membership

Corporate Sponsor / Patron	Rs. 1,00,000/-	
Patron Members	Rs.10,000/-	
Life Membership	Rs. 1,000/-	
Ordinary Membership	Rs 100/	
Overseas Patron Member	Rs.100/- per annum \$ 1,000 or equivalent in other currencies	
Post Graduate Students	Rs.100/- per annum (They are treated as associate members)	

- c) The rights and privileges of a Member shall not be transferable.
- d) A member joining the Association shall apply in writing in the prescribed form. The application shall be considered by the Executive Committee, who shall be entitled to reject any application without assigning any reason for such rejection.

## 5. CLASS OF MEMBERSHIP

There shall be the following Classes of Members

- a. Corporate Patrons
- b. Corporate Sponsors.
- c. Patron Members
- d. Life Member
- e. Ordinary Members
- Student Members
- g. Honorary Members: Super achievers in Scientific Field other than Institute Alumni who have gained eminence in their field with high scientific attainment, may be elected as honorary members.

### 6. CESSATION OF MEMBERSHIP:

A member shall cease to be a member of the Association in the event of his death, resignation or by expulsion or removal :

- Any member may resign from membership after giving due notice in writing to the Association.
- A member may also cease to be a member of the Association if.
  - He / She becomes insane or of unsound mind
  - ii) He / She is adjudicated as an insolvent.
  - iii) He / She is involved in anti-social or criminal activities.
- c. If any member commits breach of any of the rules of the Association or causes any harm or loss to the Association, he / she can be removed by a 2/3<sup>rd</sup> majority of members present and voting in Special General Body Meeting called for the purpose.

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### 7. ANNUAL GENERAL BODY MEETING:

The Annual General Body Meeting of the Association shall be held every year within three months after the end of the Financial Year for the transaction of the following business:

- a) To read the Minutes of the last Annual General Body Meeting and of all Special General Body Meetings if any and to note the action taken thereon.
- b) To consider the Executive committee's Report and the Audited Statement of Accounts for the Financial year.
- To elect Members to the Executive Committee in place of those retired.
- d) To appoint an Auditor to audit the Accounts of the Association and to fix his remuneration.
- e) To transact any business which may be brought before the meeting by the Executive Committee or of which notice may have been given by any member to the Hon. Secretary at least 21 days before the date fixed for the meeting.
- f) To transact any other business which may be brought before the meeting with the permission of the President.

## 8. NOTICE OF GENERAL BODY AND THE QUORUM:

- i) At least fourteen days notice of the date, the time and the place for the holding of the Annual General Meeting shall be given to all members by post or by hand delivery to their respective address registered with the Association, but accidental omission to give or non-receipt of such notices by any member shall not invalidate the proceeding of such meeting.
- ii) A copy of the Executive Committee's Report and the Audited Statement of Accounts together with any intimation of the business or resolution intended to be transacted or moved at the Annual General Meeting as mentioned in clause (e) of Rule 7 shall be sent to all members, at least eight days before the date of the Annual General Meeting.
- iii) The quorum for every General Body Meeting of the Association shall be 2/3<sup>rd</sup> of the total number of members of the Association or 25, whichever is less. No business shall be transacted at any meeting unless the quorum requisite shall be present at the commencement of the business.
- If within half an hour after the time appointed for the General Body Meeting of the Association, there is no quorum, the meeting if convened upon the requisition of the members shall be dissolved. In any other case, it shall be adjourned to a later hour on the same day and the same place, as may have been specified in the notice calling the General Body Meeting of the Association and in such adjourned General Body Meeting, the business on the Agenda of the original General Body Meeting shall be transacted whether there is quorum or not.
  - At every meeting of the Association, every resolution shall be required to be proposed and seconded. It shall be decided by a show of hands and in case of equality of the votes, the President of the meeting shall have a casting vote

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# SPECIAL GENERAL BODY MEETING :

- a) A special General Meeting of the Association for the transaction of any special business maybe convened by the Executive Committee at any time.
- b) A special General Meeting shall be convened by the Executive Committee upon the written requisition by 1/5<sup>th</sup> of the members, within 21days of the
- c) At least, ten days notice shall be given to all the members of the date, the time and place for the holding of the Special General Body Meeting, and of the business or resolution intended to be transacted or moved therein.

## 10. EXECUTIVE COMMITTEE :

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The following shall constitute the Office bearers of the Association:

President

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President 1
Vice - President 1
Honorary
Secretary 1
Joint Secretary 1
Treasurer 1

In addition to the above office bearers there will be five executive committee members all of whom are elected. Immediate past President and Secretary will be ex-officio members and will attend all meetings and have the right to vote.

The term of the Office Bearers will be for a period of three years.

- The Director of Institute of Science shall be a Permanent (ex-Officio)
   Patron of the Association. He/she will attend all meetings.
- C. There shall be a committee of four distinguished members of our Association duly nominated by the Executive Committee. The Director of Institute of Science will be one of the Members. This committee will be called "Advisory Board". One member the Advisory Board will coordinate with the existing office bearers, should there be any need. The function of the Advisory Board will be mainly to solve or sort out unresolved problems faced by the existing Executive Committee. They do not have any voting rights. They will not attend regular Executive Committee Meetings. They will come into picture only when there is a major decision making situation or any irregularity on the part of the existing committee or the past committee, based on substantial evidence to support their intervention.

## 11. THE PRESIDENT:

The President of the Association shall preside at, conduct and regulate all the meetings of the Association, the Executive Committee and any Committee or Sub-Committee of which he may be member and his rulings on any point of order and decision as to the results of voting shall be final and conclusive. The President shall, in addition to his rights of voting as a Member have a casting vote in case of tie.

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#### 12. VICE - PRESIDENT :

In the absence of the President, the Vice-President shall preside over the In the absence of both, the members present shall elect a President for the meeting from amongst members. Subject to any subsisting interpretation given by the Committee, the President at a General meeting, shall have the authority to interpret the Constitution the Rules, Regulations and bye-laws of the Association for the purpose of conducting and regulating the meeting and deciding the questions arising at such meeting.

#### HON. SECRETARY: 13.

a) The Secretary shall look after the affairs of the Association under the supervision and guidance of the Executive Committee.

b) He/She shall convene General Meetings, Executive Committee Meetings and Sub-Committee Meetings as and when necessary in consultation with the President.

- c) The Secretary shall keep or cause to be kept proper Minutes of the proceedings of all General Meetings and Executive Committee Meetings including Sub-Committee meetings.
- d) He/She shall be responsible for the working and management of the Association and carry on all correspondence and keep or cause to be kept proper records and prepare or cause to be prepared and place before the Executive Committee and General Meetings of the Members of the Association such materials and information as may be necessary or as may be required by the Executive Committee. He shall keep or cause to be kept all records of the Association at a place to be determined by the Executive
- e) The Secretary shall be at liberty to expend for the purpose of the Association any sum up to Rs.500/- (Rupees Five Hundred Only) at one time without the previous sanction of the Committee.

#### HON. JOINT SECRETARY 14.

In the absence of the Secretary, the Joint Secretary shall be entitled to carry out all the functions and duties of the Secretary.

#### 15. THE TREASURER:

The Treasurer will act under the directions of the Committee.

Any amount exceeding Rs.1,000/- (Rupees One Thousand Only) which is not required for immediate use shall be paid into such bank or banks as may be approved by the Committee.

The Treasurer shall ordinarily receive all payments made to the Association and shall maintain proper books of accounts.

## EXECUTIVE COMMITTEE MEETING AND REQUISITION MEETINGS: 16.

The meeting of the Executive Committee will be held at least once in a month or not less than six times in a year. If one-fifth of the members make a requisition for transacting any special or urgent business the same shall be called by the Secretary as a requisition meeting and in such meeting the agenda for which the meeting is called will be dealt with and no other business. If the Executive Committee is of the opinion to call such requisition meeting, the same will be called in addition to the above

## RULES OF ELECTION OF EXECUTIVE COMMITTEE : 17.

Election of the Association will be held once in three years and the elections will be held by ballot in case of more contesting candidates. Life Members and Ordinary Members are eligible to contest and vote on the election of the Association. The Members of the past Executive Committee are eligible to re-contest the election. Election of Executive Committee shall be held in accordance with Election Regulations annexed hereto (vide Annexure I)

### VACANCY OF MEMBER OF EXECUTIVE COMMITTEE: 18.

Casual vacancies on the Committee will be filled up by the Committee by co-option. Any member elected by the Committee to fill a casual vacancy on the Committee shall hold office only while the member in whose place he/she is elected would have held office.

#### POWER AND DUTIES OF EXECUTIVE COMMITTEE : 19.

The Committee shall have full power and authority to do acts, matters, things and deeds which may be necessary or expedient for the purpose of the Association and without in any manner derogating from the generality of their powers under these rules and regulation or any other rules and regulation otherwise in particular, the following:

- a) To look after, manage and supervise the management of the institutions and properties of the Association and to expend moneys required for that purpose.
- b) To collect subscriptions from members from time to time as may be decided by the Committee of the Association.
- C) To accept donations from members or others in addition to the subscription from members.
- d) To prepare and submit to the General Meeting an audited statement of accounts and report of the previous years.
- e) To appoint any committee or Sub-Committee as and when necessary and with such powers as the Committee may deem fit.
- f) To admit or reject members and accept resignations of members.
- g) To acquire in the name of the Association by gift, donation. purchase, exchange, lease or hire or otherwise any lands, buildings, easements, rights of common or privileges for the purpose of the Association
- h) To build, construct and maintain house and building and down, alter, extend, improve and repair the existing building of the Association.

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- To borrow or raise money which may be required for the purpose of the Association upon bonds, debentures, promissory notes or other obligations or securities of the Association by mortgage or charge on the property of the Association subject to the sanction of the general body.
- j) To make and from time to time repeal or alter bye laws as to the management of the Association and the affairs thereof and as to the duties of any affairs, employees or servants of the Association as to the conduct of the business of the Committee or as to any of the matters or things within the powers or under the control of the Committee, provided that the same shall not be inconsistent with the Memorandum of Association or the rules and regulations of the Association.
- k) To negotiate and enter into contracts on behalf of the Association and to vary and rescind such contracts.
- To delegate any of the powers of the committee to any officer or sub-committee or committees.
- m) To expand the funds of the Association in such manner as the Committee shall consider most beneficial for the purpose of the Association.
- n) To do all such acts and things as are incidental or conducive to the attainment the above purpose or any one or more of them and to the objects specified in the Memorandum of Association.
- To receive donations from members, institutions, persons for such purposes in such manner and subject to such condition as may be decided by the Committee of the Association from time to time.
- p) To invest and deal with any monies of the Association not immediately required for any of the objects in such a manner as may be provided and determined by the Constitution of the Association and as made from time to time.
- q) The Committee may from time to time appoint any Committee or Sub-Committee (consisting fully or partly of members of their own body and/or others) as they may think fit and may delegate any of their power to them and prescribe the functions of the procedure at any such committee or Sub-Committee.
- r) The Committee may meet for the despatch of business, adjourn and otherwise regulate their meetings as they may think fit.
- s) A minimum of five members present in person shall be the quorum of a meeting of the Committee.
- t) The Committee may any time and the Secretary shall upon the request in writing of five members of the Association summon a meeting of the Committee.
- u) Notice of every meeting of the Committee stating the general particulars of all business to be transacted at such meeting shall be delivered or sent by post to each member of the Committee at his last known address at least three days before the meeting and it shall not be invalidated by any irregularity in respect of such notice or non-receipt of any notice by any member or by person or any business being considered which is not comprised in such general particulars.
  - The Minutes of every meeting other Committee shall be read at the next meeting thereof and shall be confirmed either with or without amendment.

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w) The continuing members of the Committee may notwithstanding any vacancy in their body but if and so long as their number is not of the Committee act for the purpose of increasing the number of the members of the committee to the minimum number or such summoning a general meeting of the Association but for no other purpose.;

All Acts done by any meeting of the Committee or by a committee or Sub-Committee appointed by the Council or by any person notwithstanding that it be afterwards discovered that there was committee or persons acting as aforesaid or that they or any of them were or was disqualified be as valid as if every such person had been duly appointed and was qualified to be a member of any Committee or Sub-Committee.

## 20. ASSOCIATION'S FUND PROPERTY AND ITS UTILISATION :

All funds raised by the Association will be accounted for and the returns will be filed and / or submitted to the concerned authorities.

## 21. PROVISIONS FOR LOANS AND DEPOSITS:

The Executive Committee with the previous consent of the general body shall be empowered to raise loans for achieving the aims an objects of the Association. Such amount may be determined by the general body or the Executive Committee. However, the deposits collected will be interest free deposits.

# 22. PROVISION FOR SALE AND PURCHASE OF IMMOVABLE PROPERTIES:

All transactions for the purpose of purchase and sale of immovable properties shall be in the name of the Association and the same shall be done for the purpose of attaining the aims and the objects of the Association.

### 23. BANKING ACCOUNT:

The Banking Account of the Association shall be kept in the name of the Association and the same shall be operated upon jointly by any two of the followings of which the Treasurer is a must:

- 1. President
- Secretary
- Treasurer

## 24. PROVISIONS FOR AMENDING RULES AND REGULATIONS:

Provisions for amending the Rules and Regulations of the Association shall be made by 2/3<sup>rd</sup> majority in the general body meeting.

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# 25. PROVISIONS FOR CHANGE IN THE NAME AND THE OBJECT OF THE ASSOCIATION

Any change in the name or in the objects of the Association shall be done with the approval of the general body in accordance with the provisions of the Societies Registration Act 1860 and the rules framed thereunder, and the same shall be got approved from the Registrar of Societies, Mumbai.

### 26. DISSOLUTION OF THE ASSOCIATION:

Any number not less than 3/5<sup>th</sup> of the members present at the meeting convened for the purpose may determine that the Alumni Association shall be dissolved, whether forthwith or at any future time that is agreed upon. If on the dissolution of the Association there shall remain after the satisfaction of its debts and liabilities any property whatsoever not impaired with any Trusts agreed between the Association and of donor or donors, the same shall not be paid or distributed amongst the members of the Association or any of them but shall be given to some other Association or institution working for the same or similar objects or those of the Association to be determined by the votes of not less than 3/4<sup>th</sup> of the members present in person and entitled to vote at the meeting convened for the purpose or in default thereof by the Principal Court or original Civil Jurisdiction district in which the office of the Association is situated.

IN WITNESS WHEREOF THE PARTIES TO THE DEED HAVE HEREUNDER SET THEIR HANDS AT MUMBAI ON THE DAY AND YEAR HEREIN ABOVE WRITTEN:

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MR. DINESH PAREKH AS TRUSTEE IN

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MR. MADHAV CHAVAN AS TRUSTEE IN

THE PRESENCE OF Dr. P. D. Raut
O A.R. Sulvamaniam

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MRS. A. C. UDAS AS TRUSTEE IN

(1) A.R. THE PRESENCE OF PR-V.D. Mendhulkar

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SIGNED AND DELIVERED BY THE WITHIN NAMED

MR. A. D. SAWANT AS TRUSTEE IN

(DAR Sulramanan WILLE OF DR. M. M. SALUN KHE

SIGNED AND DELIVERED BY THE WITHIN NAMED

MR. NIJEN B. DESAI AS TRUSTEE IN

THE PRESENCE OF Dr. P. D. Raw

OA R. Sulvamaniam

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## ANNEXURE - I

# ELECTION RULES :

- 1. These Rules shall be called the Rules of Election of a member of the Executive Committee of The Institute of Science Mumbai. Alumni Association. They shall be deemed to have come into force from the date of their approval by the Registering Authority.
- 2. Every Executive Committee shall hold elections before expiry of its term.
- 3. The Members of the Association on the Register of Members as on 31<sup>st</sup> December, if the election is due during subsequent period between 1<sup>st</sup> January to 30<sup>th</sup> June, and as on 30<sup>th</sup> June if election is due during subsequent period between 1<sup>st</sup> July to 31<sup>st</sup> December, and who has completed two years from the date of enrollment as a member should only be eligible to vote in the election to the Executive Committee of the Association.
- 4. The provisional list shall be prepared by the Executive Committee as per (3) above and shall be notified on the Notice Board of the Association, 60 (sixty) days before the date of election, inviting suggestions and objections in respect of the names of the members, within a period of 8 (eight) days, from the publication of such list.
- After considering the suggestions and objections, if any received, the Executive Committee shall publish a final list of members eligible to vote, within two days of the last date as mentioned at 4 above.
- 6. After the final list, the Executive Committee shall appoint from amongst the members who are not candidates for election of who have neither proposed nor seconded candidature of any member, or any other person, as Returning Officer. However, in case of member being appointed as Returning Officer, the Executive Committee shall obtain an undertaking from such member that he will not contest the election nor propose or second any candidate. The Returning Officer shall have authority to appoint such polling staff as he deems necessary.
- 7. The Returning Officer shall draw and declare a Programme of various stages of election, on the Notice Board of the Association, as indicated herein below, not later than seven days of the date of publication of final list of voters of the Association.

i.	Last date for making nominations	7 days from the date of declaration of election programme
ii.	The date of publication of list of nominations received	On the last date and after the expiry of the time for Nomination
iii.	Date of scrutiny of nominations	Next day of the last date for making nomination.
iv.	Date of publication of list of valid Nominations	Next day after the date of completion of scrutiny
V.	Date by which candidature may be withdrawn	After clear 15 days from the date of scrutiny.
vi.	Date of publication of final list of contesting candidates	The next succeeding the last day fixed for Withdrawal of candidature.

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vii.	Date and time during which and the place at which the poll shall be taken	Minimum 5 days after the date of withdrawal (time and place to be fixed by Returning Officer)
viii	Date, time and place for counting votes	Immediately after polling is over.
lx	Date of declaration of results of voting	Immediately after counting of votes.

**Explanation**:- If the last date in reckoning dates as specified in the above cases is a public holiday, the next succeeding working day shall be fixed for the respective events.

- The functions of the Returning Officer shall be as under:
  - a) To draw up a detailed programme of election to the Executive Committee of the Association, after taking into consideration the various stages of election process, as enumerated in 7 above.
  - b) To invite nominations, to receive and scrutinize them, to exhibit list of valid nominations and list of final nominations remaining after withdrawal of nominations, if any.
  - c) To arrange for election by ballot in accordance with the provisions of the Election-Rules.
  - d) To furnish the result of election to the President of the Association for being declared at the General Body Meeting / Special General Body Meeting of the Association.
  - e) To take such other actions as are necessary for and incidental to the election to the Executive Committee of the Association.
- No members of the Association shall be eligible to participate in the election of the Executive Committee of the Association, if.
  - he is in arrears in respect of any charges and any other amounts due to the association, as on the date of scrutiny of nomination papers.
  - ii) He has not completed two years of his enrollment as a member of the association as on the last date of nomination.
- 10. The nominations received till the last date and hour fixed for receiving nominations shall be scrutinized by the Returning officer on the date fixed for scrutiny of nominations, in the presence of the candidates of their duly authorized representatives and the list of the valid nominations shall be published on the Notice Board of the association as per election programme. The candidates whose nominations are rejected shall be informed by the Returning officer, in writing of the reasons for rejection of their nominations on the same day.
- 11. The candidates whose nominations have been declared valid shall be allowed a time of 15 days from the date of publication of the list of valid nominations, to withdraw their candidature by means of a letter handed over to the Returning officer.

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- 12. Immediately after the expiry of period allowed for withdrawal of notified on the notice board of the association.
- 13. The voting at the election shall be Secret Ballot.
- 14. The ballot paper shall be in the form to be decided by the Association. It shall bear the seal of the Association and the counterfoil thereof shall bear the initials of the Returning officer.
- 15. The names of the candidates in the ballot paper shall be arranged in alphabetical order with surname appearing first.
- 16. The date, time and place of voting shall be declared in the election
- 17. The ballot box shall be so constructed that ballot papers could be conveniently put into it but could not be taken out, without the box being unlocked.
- 18. On the date of the polling, the empty ballot box shall be shown to the candidates or their authorized agents, if any and present 15 minutes before the time fixed for commencement of the poll and shall be locked and sealed in their presence
- 19. Each member vote shall be supplied with an authenticated ballot paper after satisfying his identity and obtaining his signature on the counterfoil of the ballot paper.
- MEMBER voter coming to the polling station after expiry of the time allowed for voting shall not be allowed to vote.
- Immediately after the completion of voting, the ballot box shall be sealed in the presence of the candidates or their authorized representative if present.
- 22. The counting of votes shall be done immediately after the polling is over :
- 23. The Returning officer shall submit to the President of the Association a report indicating the number of voters who voted, number of valid and invalid votes, and the votes polled by each candidate along with his certificate that the polling was peaceful and in accordance with the Election Rules.
- 24. The names of the candidates with votes polled by each of them shall be put on the Notice Board of the Association at the conclusion of the counting of votes.
- 25. The final result of the election shall be declared in the ensuing Annual General Body Meeting or Special General Body Meeting as the case may be.

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- 26. All the records pertaining to the election shall be carefully preserved in box duly locked and sealed by the Secretary of the Association for a period of 3 months and destroyed thereafter. However, if the result of the election is disputed, the records pertaining to election shall be preserved until the final decision of the dispute.
- 27. If for any reasons beyond the control of the Association, it is not possible to observe the time schedule prescribed under these Rules, the Returning Officer of the Association may revise the same with due notice to members.

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