

**MEMORANDUM OF ASSOCIATION
(CONSTITUTION- AMENDED)**

**ASSOCIATION OF RETIRED ALUMNI OF AGRICULTURAL COLLEGES OF ASSAM
(ARAACA)**

**(Regd. No.RFS 51/2013-14/790 dated 13-05-2013
Under Societies Registration Act XXI of 1860)**

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MEMORANDUM OF ASSOCIATION
(Constitution - Amended)
of
ASSOCIATION OF RETIRED ALUMNI OF
AGRICULTURAL COLLEGES OF ASSAM (ARAACA)

(Regd. No. RFS 51/2013-14/790 dtd.13/5/2013
under Societies Registration Act XXI of 1860.)

CLAUSE 1 : PREAMBLE

Some Alumni of the erstwhile Assam Agricultural College, Jorhat and other Agricultural Colleges of Assam after their retirement from service or private engagement conceptualised formation of an organisation to act as a common platform for meaningful and efficient utilization of their knowledge and experiences towards transformation of the society as a whole and the farming community in particular. The Association took its birth on 23rd September, 2008 at Khanapara, Guwahati.

CLAUSE 2 : Name of the Organisation

The Organisation will be known as "ASSOCIATION OF RETIRED ALUMNI OF AGRICULTURAL COLLEGES OF ASSAM."

Hereafter it will be mentioned as "ARAACA". The Assamese nomenclature of the organisation will be:

CLAUSE 3 : Office of the Association

(a) (i) Office Address of ARAACA:

Directorate of Agriculture Complex, Assam,
Khanapara, Guwahati-22.

P.O. Khanapara, Dist. Kamrup (M),
State: Assam, India, PIN 781022.

(ii) email-id: araaca 2013@gmail.com

- (b) The provisions under this memorandum shall be known as 'Clause' and the provisions there under as 'sub clause'.
- (c) **Emblem** : A Banyan Tree, Deep Green in colour within a circle at the Flag centre.
- (d) **Flag** : The flag shall be of 100 cm x 60 cm size, Olive Green in colour with 20 sq. cm emblem at the centre. The Emblem is described as above under Clause 3(iii).
- (e) Abbreviations used in this Memorandum are:

ARAACA	:	Association of Retired Alumni of Agricultural Colleges of Assam.
EM	:	Executive Meeting.
GM	:	General Meeting.
EC	:	Executive Committee.
GB	:	General Body.

CLAUSE 4 : Area/Jurisdiction of ARAACA

ARAACA will operate within the geographical boundaries of the state of Assam, however, its jurisdiction may be extended to any part of the country and even outside the country if necessity arises.

CLAUSE 5 (A) : The Objectives of ARAACA

ARAACA will have the objectives as laid down here under-

- (a) To provide a platform to have get- together/meeting/ interactions among the members of the Association on a regular basis, with participation of guest invitees occasionally and to act completely as a non-political & non-Govt. Organisation.

- (b) To share the feelings of the Golden Past and to exchange the feelings of the post retirement life and share knowledge for enabling to lead a healthy life.
- (c) To keep the members updated with knowledge of the latest development in the field of Agriculture, new Agril. Technologies, latest policies of public and private sectors pertaining to agricultural development.
- (d) To organise session on vital issues of agriculture concerning the state, national and global significance and offer suggestions thereon, share technical knowledge to remove bottleneck in productions and productivity of agril. commodities for the benefit of the farming community.
- (e) To participate in any activity/programme pertaining to Agriculture / Horticulture whenever called for by the Govt, Semi- Govt., Autonomous or even by private organisation/ entrepreneurs.
- (f) To undertake exposure visits to the areas of technology showcasing.
- (g) To deliberate on health issues of the members in their post-retirement life by arranging health check up camps, Yoga therapies and other health related programmes to have a disease free life.
- (h) To publish an "in-house" Annual News Letter to keep informed all the members on the activities of ARAACA and also to focus on matters relevant to latest advancements in agril. technologies.
- (i) To liaise with other like-minded "Senior Citizen Forums" of the state to imbibe innovative ideas and practices to get "ARAACA" strengthened.

CLAUSE 5 (B) : Activity Chart

- (a) Arrangement of Meeting/ Get-Together amongst the members of ARAACA on a regular basis with participation of Guest Invitees occasionally to share and exchange feelings/experiences of pre

and post retirement phase in order to help them in leading a healthy life with enrichment of their physical, mental and spiritual wellbeing.

- (b) Organisation of Seminars/ Workshop to keep the members apprised of knowledge on the latest development in the field of Agriculture, namely new Agril. Technologies, latest policies of public and private sectors pertaining to Agriculture etc.
- (c) Organisation of Interactive Sessions to deal with the vital issues of Agriculture having the State, National and Global significance and offering suggestions there on, sharing technological knowledge to remove bottleneck in production and productivity of agricultural commodities, ways and means for input and output management for the benefit of the farming community.
- (d) Undertaking Exposure Visits to the areas of Technology Showcasing.
- (e) Organisation of Health Related Programmes like Health Check up Camps, Yoga Therapies etc. to deliberate on health issues for a disease free healthy life.
- (f) Publication of "in-house" Annual Newsletter to keep informed all the members about the activities of the Association and latest development in Farming Sector.
- (g) Running of an ARAACA WhatsApp Group to facilitate chatting among the life members within the limits of ARAACA's principles and guidelines.
- (h) Opening and running of a Website under ARAACA to maintain a Database of all its members specifying their field of expertise, upload information on its different activities and update the same at a regular interval.
- (i) Liaisioning with other like-minded "Senior Citizen Forums" of the State and Outside the State to imbibe innovative ideas and practices to get ARAACA strengthened and, for better understanding and coordination.

CLAUSE 5(C) : Guidelines for WhatsApp Group

- (a) The WhatsApp Group will be operated with the life members of ARAACA in order to promote fraternity, integrity and cohesion among its enrolled members through sharing of their knowledge, feelings and experiences. The Members of the group shall have the right to chat within the limits of ARAACA's principles and guidelines.
- (b) The posts in the Group should be in the spirit of the vision and objectives of its constitution and with a purpose of entertainment, knowledge sharing, update on technical developments in farming sector, exchange of ideas on issues of mutual interest and so on.
- (c) As this group consists of responsible retired officials of Govt/PSU/Autonomous Bodies, etc. the members will, therefore, maintain necessary decorum in expressing their views on any issue so as not to disturb the harmony and peaceful coexistence in the society in general, and within the group in particular.
- (d) The platform must not be used for sharing or propagating any anti-Govt. agenda or ideology so as to maintain its apolitical image and spirit. However, members may offer constructive suggestions on issues pertaining to Agri Sector based on the concept of latest Technology and Development.
- (e) In case of any objectionable post which is not in conformity with the vision and objectives of ARAACA and which has no value for its members, the Admin will act in consultation with the Chairman and the Secretary General.

CLAUSE 6 : Membership/Enrolment/Subscription

- (a) **Founder Member :** Signatories of the original memorandum of the Association shall be the founder members of ARAACA.

(b) **Membership criteria:** Membership will be open to all the alumni of the Agricultural Colleges of Assam under Assam Agricultural University, Jorhat and who have retired or self employed or settled in and out of the state including those settled abroad after attaining their superannuation age.

(c) **Enrolment of Members:** It will be a continuous process as new entrants may join at any time after retirement from service.

(d) **Subscription :**

- (i) The Membership fee will be Rs.100/ as Enrolment Fee plus Rs. 1000/ as life membership Fee which will not be refundable.
- (ii) Apart from that members will pay Annual Subscription Fee for each year @ Rs. 500/ (Revised from the year, 2022-23)
- (iii) "Annual Subscription "means the subscription payable for the period from the month of April to March every year.
- (iv) Normal day to day expenditures are to be incurred from Annual subscription without disturbing the Capital Fund.
- (v) Annual Subscription and Enrolment fee payable by the members are subjected to review time to time by the G.B.

(e) Honorary / Associate Membership

- (i) ARAACA is empowered to decide on the eligibility for offering Honorary Membership to a Person having outstanding contribution towards social upliftment specifically in Farming Sector. The Association will arrange for honouring such Member with due honour.
- (ii) ARAACA may consider to grant Associate Membership to the following categories of organisations/ Individuals provided they agree to abide by the Constitution of ARAACA and pay enrolment fee(one time) of Rs.5000/(Rupees Five Thousand) only to the A/C of ARAACA along with duly filled in form:

1. like-minded organisations working in the field of Agriculture and allied activities.
2. Non-Alumni Agril. Graduates from other than AAU who have retired after rendering service in this State.

(iv) Both the above two categories of members will not have voting right.

(v) All the above three categories of members will not have voting right except for those Donor Members who are Life Members of ARAACA.

(f) Donation

ARAACA will be at liberty to accept donation, Govt. Grant or any financial aid from any individual or organisation.

(g) Deposit of Cash/Cheque/Draft

Any amount received by ARAACA either in the form of Cash, Cheque or Draft should be deposited into its Account within seven days from the date of receipt.

(h) Financial year

The "year "or "Financial Year" means the period from April to March of the calendar year.

Clause 7 : General Body Meeting

(a) ARAACA will hold its GB meeting once in a Year. However, if the situation demands Special GM may be held if considered necessary by the EC.

(b) There should be 21 days notice for a GB meeting.

(c) There should be at least 1/10th to form the quorum for the GB Meeting.

- (d) GB meeting will be the highest authority to decide any vital matter.
- (e) GB meeting will take necessary action on the following matters-
 - (i) It will elect or select the next EC after expiry of its two years term.
 - (ii) It will direct the EC to materialise the decisions taken in its meeting.
 - (iii) It will amend the constitution as suggested by majority of the members or the EC.
 - (iv) Any major action or decision taken by the EC beyond its jurisdiction under emergent occasions in the interest of ARAACA should be ratified by the GB Meeting subsequently.
 - (v) Only GM shall have the right to accept /approve the Annual Report of the Secretary General and Financial Report to be prepared by the Treasurer after acceptance and recommendation by the EC.

Clause 8 : Election Procedure of the EC

- (a) As mentioned under Clause 7(e) (i) the GB Meeting shall elect/select the EC for a term of 2(two) years.
- (b) Before formation of the new the new EC, GB Meeting will appoint a competent and qualified outsider to function as "Presiding Officer", if necessity arises, to conduct the election/selection of the office bearers for constitution of the next EC. To assist the Presiding Officer in discharging his duties smoothly he may request the 'House', if necessary, to nominate one more Life Member to assist him as 'Polling Officer'. Thus the GM will proceed to form the EC.
- (c) The EC will have the following 'Office Bearers' with voting rights:

Chairman	One (1)
Vice Chairman	Three (3)
Secretary General	One (1)
Deputy Secretary General	One (1)
Joint Secretary	One (1)
Organising Secretary	Two (2)
Treasurer	One (1)
Executive Members	Six (6)

Total strength of the Executive Committee Members must not exceed 10% of the total members. (suggested on the basis of existing total strength.)

- (d) Apart from the above the GB meeting may nominate required No. of 'Advisor's (desirably senior members) and two 'Internal Auditor's. The Advisors and Internal Auditors will be part of the EC, but they will not have voting right.
- (e) The Chairman and the Secretary General of the outgoing EC will be accommodated as 'Advisor' by virtue of their experience after relinquishing their offices.
- (f) The EC may nominate one or more member(s) to act as "Admin" who will be associated with the issues related to social media and will discharge their duties in consultation with the Chairman and the Secretary General.
- (g) Subject to income generation of the Central or any Branch Committee of ARAACA respective EC may consider to utilise the services of requisite person to assist in maintenance of the office on contingent remuneration basis.
- (h) The EC, if considered necessary may engage Sub- Committee of Experts for taking up specific projects or Tasks and, such Experts may be co-opted to the EC.
- (i) In case any Executive Member or Office Bearer resigns/expires or vacates his/her position, he/she shall cease to be a member of the

EC automatically. The EC may co-opt in his place a member out of the General Members subject to ratification by the subsequent GB meeting by a resolution.

- (j) In such cases the EC will have the right to co-opt a Member in his/her place out of the Life Members subject to ratification by a resolution in the next GB meeting and he/ she should be informed accordingly in writing.
- (k) The EC of ARAACA will meet at an interval as may be decided by the EC during a financial year with minimum 7(seven) days notice.
- (l) The EC shall have the exclusive right to recommend penalty on or expulsion of any member, if such member indulge himself/herself in any kind of activities injurious to ARAACA and its image, become non-co-operative and do not abide by the rules of it.

Clause 9 : Legal Procedure

ARAACA may sue or may be sued in the name of the Chairman according to the provisions laid down in section 6 of the Societies Registration Act, 1860.

Clause 10 : Recording of the proceedings of the Meeting

Proceedings shall include the followings :

- (a) Date, Time and Venue of the meeting.
- (b) Name and Signatures of the members present.
- (c) Record of Issues discussed, decisions taken on the issues and the resolutions adopted in brief in respect of both GB Meeting and EC Meeting.
- (d) The proceedings of the meeting should be placed in the succeeding meeting in respect of the EC meeting for confirmation. The proceeding of the GB meeting and the decisions taken in the meeting should be placed in the succeeding GM for confirmation.

(e) In case of difference in opinion at the time of getting the minutes of the previous meeting confirmed or amended in line with the views/sense of the majority of the members present in the previous meeting the verdict of the Chairman or the Presiding Authority shall be conclusive and binding.

Clause 11 : Rights, Power and Functions of the EC

(a) The EC will act as per objectives of ARAACA laid down herein above under the clause 5(A) and as per directions and resolutions adopted by the GB Meeting time to time.

(b) Without prejudice to the generalities of 'Power' as conferred in Clause No. 12(A), the EC shall have inter-alia and in particular the following powers:

- (i) To look after, manage and supervise the works, properties and funds of ARAACA and to expend money required for its cause and interest.
- (ii) To acquire in the name of ARAACA by gift, purchase, exchange, lease, hire, license or otherwise howsoever any land, building, casement or privilege for the purpose of ARAACA and to sale those for the benefit of ARAACA after empowerment by the GB.
- (iii) On the direction of the GB, ARAACA shall have the right to assign, transfer and dispose of its properties in the interest of the organisation.
- (iv) On the strength of the decision of the GB, the EC shall have the right to construct, repair, extend building for the purpose of its use on the immovable properties acquired/taken on lease by ARAACA.
- (v) The EC, as per decision of the GB, shall have the right to open bank account for maintenance of the ARAACA Fund and such account or accounts shall be operated jointly by the Secretary General and the Treasurer.

- (vi) Subject to the provision of Income Tax Act 1961, the surplus fund of ARAACA, which is not required for immediate utilization, may be invested in any Nationalised Bank or in Govt. Securities to have additional income there from. No fund of ARAACA shall be invested for purchasing shares of any company.
- (vii) The EC will act on behalf of the GB as per its directives and shall have the power to perform all such acts which are necessary/proper to achieve the goals of the Society in the light of its objectives narrated under Clause 5(A).

Clause 12 : Duties and Responsibilities of the Office Bearers of ARAACA

Subject to the provisions made in the rules laid down here in the GB will elect / select the Office Bearers as referred under Clause 8(iv) above, to manage the Society successfully and meaningfully. The Office Bearers will discharge their duties and responsibilities as indicated herein below:

Clause 12(A) : Chairman

- (i) He shall be the Administrative Head of ARAACA.
- (ii) He shall have full power to supervise, control and administer the functioning of the organisation and advise and guide the office bearers and the EC members in carrying out their duties and responsibilities.
- (iii) He shall preside over the GB meetings and EC meetings.
- (iv) He shall have the power to invite eminent persons, as special invitees, to avail the opportunities to share their expertise and experiences for the betterment of ARAACA.
- (v) He may assign responsibilities to any office bearer or EC member to carryout special task, whenever situation arises. He may ask any office bearer or EC member to act as a project -in- charge if ARAACA is supposed to materialise any project.

- (vi) He shall have the power to accept the resignation of any office bearer, Executive Member or General Member in consultation with the EC.
- (vii) During the EC Meeting or in the GB Meeting, on any matter, if the situation arises for voting, the Chairman will not exercise his voting right initially. But if on that particular matter the proportion of casted votes become 50:50, under that situation only the Chairman will exercise his voting right to get the issue settled.

Clause 12 (B) : Vice Chairmen

The duties and responsibilities to the three Vice Chairmen shall be allotted by the EC for discharging their respective assignments as below:

(a)Vice Chairman-I

- (i) In the absence of the Chairman, the Vice Chairman-I will preside over the meetings of EC and GB.
- (ii) The prime duty of the Vice Chairman-I will be to keep liaison with the other like-minded organisation/other Senior Citizens organisations.
- (iii) He shall carryout all the duties and responsibilities of the Chairman in his absence.
- (iv) He shall carryout all the specific duties allotted to him by the Chairman and the EC.

(b) Vice Chairman- II

- (i) He will look into the administrative affairs of the Association along with the Secretary General.
- (ii) He will carry out duties and responsibilities entrusted upon him time to time by the Chairman and the EC.

- (iii) In the absence of the Chairman and the Vice Chairman-I he will preside over the meetings of the GB and the EC.

(c) Vice Chairman-III

- (i) He, will look into the organisational part of the ARAACA. He will help and guide the Secretary General and the Organising secretary in mobilising new members for strengthening ARAACA.
- (ii) He will carry out duties and responsibilities entrusted upon him time to time by the Chairman and the EC.
- (iii) In the absence of the Chairman, Vice Chairman-I and Vice Chairman- II he will preside over the meetings of the GB and the EC.

Clause 12 (C) : Secretary General

- (i) He is the "Chief Executive Officer" of ARAACA and he shall materialise all the decisions of the GB and the EC under the supervision of and in consultation with the Chairman.
- (ii) He shall make arrangement for maintenance and protection of all the records of the office of ARAACA. He will be the signatory of all the correspondences of behalf of ARAACA.
- (iii) He shall convene the meetings of the GB and the EC as per provisions of the constitution of ARAACA in consultation with the Chairman.
- (iv) He shall get the minutes of the aforesaid meetings properly recorded and will get those confirmed before preservation.
- (v) On behalf of the Chairman and on the strength of the recorded minutes, he shall issue necessary instructions to the concerned persons parties/authorities/ organisations.

- (vi) He will issue circulars to all the members time to time, appraising the development in respect of ARAACA for information and required reciprocation, if necessary.
- (vii) He shall represent ARAACA, in all legal proceedings initiated either by ARAACA or against it.
- (viii) He shall be responsible for compliance of the statutory duties provided under the Societies Registration Act 1860, or any other local or central laws as may be necessary effectively.
- (ix) The Project-in Charge to be nominated/ appointed (as mentioned under Clause 12 (A) (v) to materialise special task, shall be responsible to the Secretary General in all matter for effective co-ordination and to ensure smooth implementation of the project.
- (x) He shall carry out any other duties as may be assigned to him by the Chairman of ARAACA provided that the GB will subsequently confirm such action. The Secretary General may delegate any of the powers and duties to any of the Office Bearers (except Chairman and Vice Chairmen) or officials with due consent of the Chairman.
- (xi) As the term of the EC is for two years, the Secretary General will prepare written note for submission in every biennial GB meeting for presentation after approval of the same in the EC. The said report will have to reflect the activities of ARAACA in details for the concerned period.

Clause 12 (D) : Deputy Secretary General

- (i) He will assist the Secretary General in respect of his tasks mentioned above.
- (ii) He will act and officiate in the absence of the Secretary General with due consent of the Chairman.
- (iii) He will record the minutes of all the meetings and other discussions on behalf of the Secretary General.

Clause 12 (E) : Joint Secretary

The Association will have one Joint Secretary and his duties will be as follows-

The Joint Secretary will assist the Secretary General in respect of the Administration of the ARAACA. He will carry out necessary steps and follow up measures as requested, time to time, by the Chairman and the Secretary General for smooth conduct of the administration of ARAACA.

Clause 12 (F) : Organising Secretaries

ARAACA will have 2(two) Nos of Organising Secretaries and their area of operation will be specified by the EC for effective and better co-ordination in carrying out its organisational activities. The duties and responsibilities of the Organising Secretaries will be as follows:

- (i) They will help the Organisation by keeping themselves in contact with the new eligible members and motivating them for getting registered as Life Members and will keep informed the Chairman, the Secretary General and the Joint Secretary about progress of their respective jurisdictions. To be specific, Vice Chairman-III, Joint Secretary and Organising Secretaries should work as a 'Team' towards strengthening the Organisation by enrolling the new eligible members.
- (ii) They will keep liaison with the members of their respective jurisdictions on behalf of the Secretary General and apart from the other office bearers they will specifically help the Secretary General in organising meetings, camps and other activities of ARAACA jointly.
- (iii) They will maintain separate records of their own in respect of the Name, Address, Phone Nos of the members of ARAACA for their respective jurisdictions for their convenience.

Clause 12 (G) : Treasurer

- (i) He shall be responsible for operation of the Bank Account of ARAACA jointly either with the Secretary General or the Chairman as may be decided by the EC.
- (ii) The Treasurer shall, on behalf of ARAACA will receive cash/cheque etc. meant for the Organisation and he is to deposit the same in the Account of ARAACA within 7 (seven) days from the date of receipt.
- (iii) The EC, on behalf of ARAACA may allow him a fixed amount of Rs. 2000/ (Rupees Two thousand) only as imprest money or as Petty Cash to keep in cash with him for unforeseen requirements. Subsequent recoupment of the imprest amount will be made after submission of details of expenditure of the exhausted fixed amount along with relevant vouchers to the Chairman or the Secretary General for his approval.
- (iv) He shall be responsible for maintaining Cash Book, Ledgers, General ledger and Vouchers relating to expenditures and all records required for maintenance of the Account.
- (v) He shall reconcile the Cash Book records of ARAACA with the Bank Statements at regular interval.
- (vi) He shall get the accounts audited by the Internal Auditor nominated by the GB and also by a Chartered Accountant.
- (vii) As per requirement of the Registrar of Societies, he may arrange to get audited the year wise statement of accounts by the External Auditor or by a Chartered Accountant as per requirement for submission to the Registrar Of Societies at the time of renewal of Registration of ARAACA.
- (viii) The Treasurer will prepare year wise balance sheet every year and will get it audited by the Internal Auditor and keep ready for placement of the report at the Biennial GB Meeting for approval of the GB after recommendation of the EC.

- (ix) The Treasurer will keep all the vouchers related to various expenditures of ARAACA properly to support the cash book entries. Vouchers exceeding the amount of Rs.1000/ are to be countersigned by the Secretary General.
- (x) The Treasurer will have to prepare year wise budget for the organisation and will place the same for approval of the EC/ GB for appraisal and approval.

(H) Executive Members

- (i) The EC Members will attend the meetings positively and will participate actively in the EC Meetings to arrive at a sound decision on any matter as per agenda to be discussed.
- (ii) If any member is not in a position to attend a particular meeting due to some unavoidable circumstances he should inform the Chairman or the Secretary General in advance.
- (iii) If any Executive Body Member remains absent in 3 (three) consecutive sittings of the EC without prior intimation, his membership of the EC will cease automatically following which the EC will take steps to replace him/her suitably by co-opting another member establishing proper records. Subsequently it will be ratified in the next GB meeting.

Clause 13 : Funds and Properties

- (a) All subscriptions from the members, donations, fees, deposits and interest on deposits, Govt and Non-Govt grants and income from any other source/ sources will form the 'Funds' of ARAACA. Proper money receipt of ARAACA is to be issued to acknowledge all such receipts.
- (b) ARAACA may also raise funds by publishing advertisement in their publications, if any.
- (c) The property of ARAACA will consist of:
 - (i) Immovable properties (including land) acquired legitimately and building, if any, thereon.

- (ii) The Fixed Deposits in the name of ARAACA.
- (iii) The Furniture and Fixers within the Building of the Association.
- (iv) Equipments, machineries, computers and vehicles, if any,

Clause 14 : Branch Offices or Zonal Offices

- (a) Considering the number of members of ARAACA, the EC, with due approval of the GB may decide
 - (i) to have Area wise Branch Office, or
 - (ii) to create one or more Zonal Office(s) as per need.
 - (iii) The EC of a zonal or Branch Committee shall be constituted with the following members-

President	1(one)
Vice President	1(one)
Secretary	1(one)
Treasurer	1(one)
Members	3(three) or as may be decided by the Zonal / Branch Committee according to the size of the total members enrolled.

- (b) In case of a duly formed and recognised Branch Committee, the Life Member fee collected from the newly enrolled members as per provisions shall be shared @80:20 basis between the Branch/Zone and the Central Committee. The Branch / Zonal Committee will retain full amount of Enrolment Fee, Annual Fee and 80% of Life Membership Fee collected in a financial year for its own maintenance expenditures and remit the remaining 20% only of the Life Membership fee along with duly filled in Enrolment Form to the Central Committee as its share and for necessary record.

Clause 15 : Accounts and operation of the Accounts

The Treasurer shall prepare the annual Financial Statement showing all the receipts and Expenditures in detail Head/ Sub-head wise and showing balance with analysis for approval in EC and then in GB meeting.

Clause 16 : Financial Year

Financial Year of the Association will be from 1st April to 31st March of a calendar year.

Clause 16(A) : Financial Statement and Annual Subscription

- (i) All Financial Statements will be prepared financial year wise accordingly.
- (ii) Annual Fee is to be subscribed by the members as per financial year starting from the year of joining ARAACA.

Clause 17 : Audit and the Auditors

- (a) The Internal Auditors (two) will be nominated by the GB along with other Office Bearers of The E.C. for a term of 2 (two) years.
- (b) In addition, the Accounts of ARAACA is also to be audited by a Chartered Accountant as and when considered necessary. The C.A. is to be selected by the EC.

Clause 18

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Clause 19 : Procedure for Disqualification of a Member

If any member is found to indulge in such acts/activities/behaviour etc. Which are detrimental/injurious to the interest/dignity of ARAACA, defy the rules of ARAACA and become non-co-operative, the EC will recommend to the GB to disqualify such member(s) after considering all aspects.

Clause 20 : Application of the Act

All the provisions under all the sections of the Societies Registration Act, 1860 shall apply to the Association.

Clause 21 : Amendment (Section 12 and 12-A of the Act)

Any amendment in the Memorandum of Rules will be carried out in accordance with the procedures laid down under Section 12 and 12-A of the Societies Registration Act.

Clause 22 : Essential Certificate

“Certificate to be a corrected/amended copy of the Memorandum of Association (Constitution), Rules and Regulations of the ARAACA.”

A. Discussed, accepted and approved in the Executive Meeting held on 4th February, 2023 vide Resolution No.7.

(Dr. H. Barooah)

Secretary general

ARAACA

(Dr. D. N. Dutta)

Chairman

ARAACA

B. Approved in the General Meeting of ARAACA held on 27th May, 2023 vide Resolution No.....

(Dr. H. Barooah)

Secretary general

ARAACA

(Dr. D. N. Dutta)

Chairman

ARAACA