

CONSTITUTION OF RSP (AMENDED 2013)

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MEMORANDUM & ARTICLES OF RSP (Registered)

MEMORANDUM OF THE SOCIETY

A) The name of the Society will be Radiological Society of Pakistan hereafter called Society.

B) The objectives of the Society shall be:

- To work for the general advancement of Diagnostic Radiology, Radiotherapy, Nuclear Medicine, Radiation Physics and Imaging.
- To promote and encourage research in different branches of Diagnostic Radiology , Radiotherapy , Nuclear Medicine, Radiation Physics & Imaging and to help in the development of these specialties at the national level.
- To organize conferences, symposia and seminars.
- To publish proceedings, Journals, memoirs and monographs for the dissemination of knowledge in these specialties.
- To promote and safeguard interest of workers in the fields of Radiotherapy , Diagnostic Radiology, Nuclear Medicine, Radiation Physics and Imaging.
- To maintain develop & extend relations with National & International Organizations with similar objectives.
- To seek affiliation to National & International organizations with whom affiliation may be convenient or beneficial in the opinion of the executive committee.
- To secure, administer & raise funds, grants & endowment for realizations of the above objectives.
- The Society shall not take part in any political activity whatsoever.
- The Society will liaise with other national bodies i.e. Pakistan nuclear regulatory authority, College of Physicians and Surgeons Pakistan, Pakistan medical and Dental Council for the issues related to educations, sub-specialty development, licensing, credentialing and fitness to practice.
- The Society will take steps to promote sub-specialties in the science of Diagnostic Radiology, Radiotherapy, Nuclear Medicine, Radiation Physics and Imaging.

ARTICLES OF THE SOCIETY

1. STRUCTURE

1.1 The Society will rotate in the five zones according to the following *sequence* ; **1. Punjab, 2.Khyber Pakhtoonkhwa, 3. Sindh, 4. Balochistan&5. Islamabad / Rawalpindi (Tehsil) Azad Jammu Kashmir and Gilgit Baltistan. (GB 2010)**

1.2 The zone where the elected officers are present will host the *Annual (GB 2010)* Conference.

1.3 Each Zone may have multiple chapters solely for academic purposes and the Zonal Councillor will coordinate and intimate the central office and Society office about chapter's activities.

1.4 There will be central office located permanently at Lahore (Details of offices to follow)

1.5 There will be a permanent office for the Pakistan Journal of Radiology(PJR) at Karachi

1.6 The permanent Society and Journal offices should be registered.

2. OFFICE

The office of executive council will be at the place at which the elected president is normally stationed.

2.1. Central Office

2.1.1. The central office of the Society will be located permanently at Lahore. This will be managed by permanent salaried staff.

2.1.2. The central office will be responsible for:

2.1.2a All the major policy matters concerning society and webpage should be approved by executive Council before implementation, using emails, phones and/or meetings(GB 2009).

2.1.2b The central office will submit quarterly report of activities to executive Council and supervisory committee (GB 2009)

2.1.2.1. Membership records and administration

2.1.2.2. **Keeping the report of and coordinating the (GB 2009)** correspondence with national and international bodies.

2.1.2.3. Provide help in organization of elections for the society.

2.1.2.4. Maintenance of the Society's web site, Coalition and maintaining data on educational activities.

2.1.3. Central office will be run by a supervisory Committee. *The names of the members of supervisory committee will be finalized in the first executive Council meeting based on the recommendation of the respective counsellors and approval of the executive Council. The senior most existing member from Punjab zone, of executive Council, who also heads this committee, will be responsible to intimate the names to the respective supervisory committee members and coordinate the activities of supervision either through email, telephone conversation and/or meetings. There should be at least one meeting per year preferably at the time of annual conference. The tenure of the committee members is for two years, along with the tenure of the executive Council. There is no binding on renomination of the members for the next term. The central office will also dispatch their quarterly reports to the supervisory committee in addition to the executive Council. (GB 2009).*

2.1.4. The society will be responsible only for the running and operational expenses of the central office, through a budget projection to be approved by Executive committee.

2.1.5. The central office may accept financial support solely for establishing / running the central office subject to information / approval of executive council.

2.1.6 *The central office would send newsletters on electronic media to members of the society periodically (not less than once in every quarter) about its activities/any updates (GB 2013).*

2.2. JOURNAL OFFICE

2.2.1. Permanent office of the PJR will be maintained at Karachi.

2.2.2. Editorial responsibility will be with in Karachi.

2.2.3. The editorial board will comprise of the;

2.2.3.1. Chief Editor, elected at National level, will be member of executive council. He / She will be the link between Executive committee& Editorial board

2.2.3.2. Editor from Karachi. He will be the administrative incharge for the operations of the journal. He will be nominated. Nomination will be the responsibility of Karachi chapter and this will be coordinated by the **Zonal Councillor (GB 2009)** . . His / Her tenure will be for two years, renewable by the Editorial board & Chief Editor.

2.2.4 The editor in consultation with the chief editor will form the editorial board including office staff, local members national members (form all the zones) & overseas corresponding members.

2.2.5 There will be advisory committee, to be nominated by Editorial board, from Senior & respectable members of academic reputation. **The advisory committee for PJR should have representations of all zones (GB 2009)**

2.2.6 It will be the editorial board's responsibility to ensure a regular quarterly journal that will eventually be indexed and regularly distributed.

2.2.7 The journal will be self financed by sale of advertisements etc. the income generated for the journal will be for exclusive use for publications& associated costs.

2.2.8 The central office will be responsible for provision of updated mailing lists and will ensure adequate representation of journal on the web page.

2.2.9 The Journal should have complete administrative access to journal section of the Society's web site.

2.2.10 Journal will be online with free access and hard copy will be on subscription

2.2.11 Maintain the complete record of all journals and publications for Indexation & Future reference purpose.

3. MEMBERSHIP

The Society shall have the following Categories of members;

3.1. Full Members

3.1.1. All medical practitioners who hold national or international postgraduate qualifications accredited by PMDC and graded specialists(*in Pakistan Army*) *and those who have completed accredited training of PMDC approved qualifications (e.g. FCPS, MCPS, DMRD etc.) and who can produce admit card of examination as evidence (Civilians), (GB 2009)* in Diagnostic Radiology, Radiotherapy, Oncology, Nuclear Medicine and Imaging. Annual subscription in Rs. 1000/-

3.2 Associate Member

3.2.1 Medical graduates who have worked in the Radiological and / or allied subjects for the least 5 years, but do not hold any PMDC accredited qualification. Medical graduates engaged in postgraduate studies in the fields of Diagnostic Radiology, Radiotherapy, Nuclear Medicine and Scientists having qualifications in basic sciences working in allied medical subjects. They shall be entitled to attend meetings, symposia, and lectures but not entitled to vote. Annual subscription is Rs. 500/-

3.2.2 Radiographer having qualifications (Diploma, Bsc) from approved university of country, working in Diagnostic Radiology and Allied modalities with minimum experience of 5 years. They shall be entitled to attend meetings, symposia, and lectures but not entitled to vote. Annual subscription is Rs. 500/-

(GB 2008, 2009)

3.3. Life Members

3.3.1. All eligible to be full members(clause 3.1) who pay lumps sum of Rs. 10,000/-will be admitted by the council to life membership

3.4 Corresponding Member

3.4.1. Shall consist of those who fulfil the conditions for membership as defined in *Clause 3.1.1 (GB 2009)* but are residing outside Pakistan. Annual Subscription in US\$ 100/-

3.5. Honorary Members

3.5.1. Persons distinguished for eminent services to medicine and especially to the cause of Radiological Sciences and to this Society may be made honorary members by the approval of the Executive Council.

3.6. Members Emeritus

3.6.1. These will be the senior life members of the society who have contributed significantly to the cause of the society. Who, the executive council members recognize for their life long commitment and devotion.

3.7. All members and associated members shall pay their annual dues on or before the 30th April, each year. In case of non –payment a notice of the same shall be sent to the address of the member/associate member in the record of the society, specifying a date not more than 14 days from the date of the notice, within which the dues must be paid.

3.8. Every member joining the society impliedly undertakes to comply with these rules and any refusal or neglect to do so or any conduct which is calculated to defeat the objectives of the society or any dishonest behaviour or malpractice , render such members liable to expulsion by a resolution of the council provided that at least one week before the meeting of the council, at which such resolution is proposed to be passed, the members shall have a notice thereof by a registered A.D. letter / courier and that he/she shall, before the passing of such resolution, have had an opportunity of giving orally or in writing as the council may direct, any explanation or defence he/she may think fit. A member expelled shall forfeit all the privileges of membership and all rights against the society (The penalty / expulsion period will be decided by the executive council). No refund of fee will be provided in such cases.

3.9. Fees mentioned for any category may be changes by the general body.

3.10. Membership will be by application, supported by nomination in writing by 2 members in good standing to be approved in executive council meeting after scrutiny of accompanying documents e.g. qualification, PMDC registration etc. details of which have to be included in application form.

3.11. Termination of Membership

- 3.11.1. Any member or associate member shall cease to be member or associate member of the society.
- 3.11.2. Ipso facto on the date of the expiry of the notice as given in article.3.7
- 3.11.3. On resignation given in writing to the secretary General when such resignation is accepted by the council.
- 3.11.4. On expulsion by the Executive Council under article 3.8.

3.12. Re-Admission of Membership

3.12.1. A membership terminated on account of non-payment can be readmitted on clearing the arrears of defaulted period or on becoming life member.

4. OFFICER, COUNCILORS & EXECUTIVE COUNCIL

4.1. The office bearers of the society shall be honorary and elected. The office bearers of the society shall be:

4.1.1. President -1, Vice President -1, Secretary General -1, Joint Secretaries -2, Finance Secretary -1, Chief Editor of the Pakistan Journal of Radiology -1, there shall be 5 councillors from five zones as described in clause **1.1 (GB 2009)**

4.2. The office bearers, the councillors the immediate past president and immediate past Secretary General shall constitute the Executive Council.

4.3. The President, the Secretary General and the Finance Secretary shall be from the same **zone/province (GB 2009)** which shall be by rotation from the five zones as described above. The chief Editor will be elected on all Pakistan basis.

4.4. Office bearers and Councillors can be nominated and seconded by any life member or full member of good standing of the Society, in writing to the Election commissioner, provided the consent for the nominee has been obtained. **The nominating member will not nominate or second more than one candidates for the same position in the same election. (GB 2009).**

4.5. The term of office of the office bearers & executive council shall be two years. It is mandatory that the executive council takes such measures as to complete the election process before their term of office expires. The term of the council shall begin as from January 1st; the old council shall automatically cease to function. No office bearer shall be elected for more than two *consecutive (GB 2009)* terms for the same post.

4.6. The out going office bearers must handover charge/ record complete in every respect to the new office bearers not more than six weeks after end of term of their office. The out going office bearers may retain 20% of fund or Rs. 200,000/- whichever is more for another six weeks for clearance of out standing bills. The remaining balance must also be transferred to the new office during next six weeks together with the audit report.

5. MODE OF ELECTION OF THE COUNCIL & OFFICERS

5.1. The office bearers and members of the council shall be elected and their results announced at the General body Meeting of the Society to be held at the specified time for the election year. The following procedures shall be followed for the elections.

5.2. Life members and full members with at last six months of good standing (from the date of election) will only be eligible to vote in any election.

5.3. The General Body / executive Council shall nominated/elect an Election Commissioner / election Committee before 30th June of the election year but in any case not less than three months before their last General Body Meeting is due.

5.4. The election shall be by postal ballots.

5.5. The Election commissioner/Election Committee shall issue schedule of election and shall complete the election before the General Body Meeting, (Preferably two months before the end of term) the election results will be announced in the General body Meeting .

5.6. In case no Election Commissioner is nominated, the Secretary General shall act as Election Commissioner and the President shall be the Presiding Officer at the time of counting of votes and shall announce the election results at the general body meeting.

5.7. Any member, i.e. Life member or full member with good standing of 6 months, of the Society may propose the name of a candidate for a council & office bearer. This is to be seconded by another member provided that the name of a candidate shall not be entered unless he and his proposer & seconded are all members in good standing and the written consent of the candidates must be obtained. The form duly filled in, is to be delivered *in person (GB 2009)* through a representative or by post, by a date to be fixed by the Executive Council / Election Commissioner, as the case may be. *Reference Clause 4.4 (GB 2009). That candidate has to pay election contesting fee by a pay order/draft in the name of Radiological Society of Pakistan and should be enclosed with the duly filled nomination form of the candidate. The fee structure will be as follows;*

President Rs.5000/-, Vice President Rs.5000/-, Secretary General Rs.5000/, Finance Secretary Rs.3000/, joint secretary Rs.3000/, Chief editor of PJR Rs.3000/-, Councillor Rs.2000/,. The fee structure may be changed in General Body Meeting time to time (GB 2009).

5.8. All nominations received as above, shall be scrutinized & the nominations found in order shall be accepted & names of candidates & relevant details for identification entered on the ballot paper.

5.9. The Election Commissioner or the sub-committee appointed for conducting the elections by the council, or if none is appointed, the secretary General shall collect the papers which shall not be signed or identified in any manner by the members & shall count and check them in the presence of the candidates or representatives of the candidates, if they desire.

5.10. If no valid nominations are received, the vacancies shall be filled either at the General body meeting or in accordance with any other method decided by the General Body.

5.11. If bye-elections are to be conducted these must be completed within 3 months of the General Body meeting.

5.12. If no valid nominations are received for vacancy within the specified time, the incumbent will continue as such till the next election is held which should be within three months.

6. RESIGNATION FROM OFFICE OR COUNCIL

6.1. A member of the council or office bearer may resign by giving notice to the President / General Secretary who shall place the matter before the next meeting of the council for decision. In case the resignation is accepted the council may co-opt any member of the society to fill the vacancy for the un-expired period of term of a council member or of an office bearer who has resigned. In case of resignation of president the vice president shall take over and then the council shall co-opt any other member of the society to fill vacancy of vice president which has thus fallen vacant.

7. FUNCTIONS AND POWERS

7.1. General Body:

The General Body is the supreme authority in the affairs of the society.

7.2. The Executive Council:

- 7.2.1. The executive council shall exercise general supervision over the affairs of the society when the General body meeting is not in session.
- 7.2.2. The executive council shall see that decisions of the General Body Meeting are carried out faithfully.
- 7.2.3. May request and receive grants- in- aid, and donations from the Government, and public foundations and any person or body of persons, corporate or incorporate.
- 7.2.4. Scrutinize and approve the budget of the Society and exercise full control over the expenditure.
- 7.2.5. Scrutinize the annual statement of accounts by the Finance Sec. of the Society and Place the accounts before the Annual General Body Meeting of the Society for approval.
- 7.2.6. Purchase, or otherwise acquire, movable / immovable property for the society subject to budget provisions.
- 7.2.7. Construct, hire or alter any building for the society subject to budget provisions.
- 7.2.8. Defend suits filed against the society, make reference to arbitration or file suits on behalf of the society, to compromise or compound the same.
- 7.2.9. May delegate to the president secretary General or any other office authority and responsibility for executing the policies of the General Body / council and to appoint sub committees and nominate election commissioner.
- 7.2.10. Shall have full financial control of the society when general body is not in session.
- 7.2.11. Admit new members and expel member in accordance with these regulations and rules, if any made in this regard.
- 7.2.12. Place before the Annual General Body Meeting of the Society, a report of the society's activities during the preceding year including the complete statement of accounts and the budget proposals for the furtherance of the objectives of the society.
- 7.2.13. Under no circumstances will the executive council override a direct clause of the constitution or a ruling approved by the GB.

7.3. PRESIDENT

7.3.1. The President shall exercise the powers of the council between meetings, subject to such delegation of powers as may be approved by the council and subject also to the *expo facto* approval of the council in its next meeting of any action taken by him. In the absence of the president, the vice president and in his absence any members elected by the council may act as president. The president shall preside over all meetings of the General body and of executive council. He shall actively supervise the affairs and activities of the society.

7.4. VICE PRESIDENT

7.4.1. The Vice President shall act as president if the president is unable to discharge his function due to illness, absence, resignation, death or for any other reason. The Vice President shall also enjoy such other powers as may be delegated to him by the President or the council.

7.5. SECRETARY GENERAL

7.5.1. The Secretary General of the council will be responsible for day to day operations & shall keep the record of the proceedings of the meetings of General Body and executive council and shall be responsible for convening the meetings of the General body or of the executive council and provide a copy of all records (hardcopy and all comprehensive electronic records) to the central office, in a timely fashion. He / She will be responsible for examining all papers / letters relating to the business of the society and shall obtain orders of the president on them whenever necessary. It shall be the duty of the secretary to notify the council members for any meeting of the council by a notice of one week in writing unless such notice is waived off by all the members of the society as the case may be. He shall issue the agenda of such meetings. He shall exercise all executive controls over the executive council office of the society. He shall keep a sum of Rs. 10,000/- as imprest money and shall submit account of the money spent from this imprest. He will coordinate with the central permanent office on behalf of executive council. For example to circulate all relative information which are received in the office of the society from other branches or foreign societies to all members through news, letters or by any other means.

7.5.2. He shall hire or fire (after inquiry) any employee of the society drawing monthly emoluments of up to Rs **15,000/= (GB 2009)** in consultation with president.

8. JOINT SECRETARY

8.1. In the absence of secretary general the joint secretary (senior most in age) will function as secretary General.

9. FINANCE SECRETARY

9.1.1. The finance secretary shall be responsible for maintaining the accounts in proper form and registers for ensuring that the budget allocations are strictly observed and framing the budget proposals for the following years. He shall disburse in consultations with the president and secretary of the society, funds of the society in accordance with the permission / sanction accorded by the general body / council and subject to such delegation of powers as may be made by the general body or the executive council. He will be responsible for yearly audit of the account. He shall prepare audited accounts for submission to the general body in the meeting at least once in a year.

9.1.2. The Finance secretary shall submit matters having financial implications to the president / council for approval and decisions.

9.2. Other Office Bearers

9.2.1. The other office bearers shall exercise the functions delegated to them under the rules framed by the council, or specially assigned to them by the president.

9.3. Disqualification of an office Bearer

9.3.1. Any office bearer remaining absent from meetings of the council on three consecutive occasions without a genuine cause to be communicated in advance shall cease to remain an office bearer. Such a vacant post shall then be filled in accordance with normal procedure of the society.

10. Financial Powers

10.1. General Body has un-limited financial powers with simple majority.

10.2. The executive council shall exercise the powers of General Body during the period when general body is not in session provided there is no direct conflict with already approved GB decisions. The decision regarding financial and account matters be reached by two third majorities of the attending members of executive council. The executive council may authorize president to spend a sum not more than Rs. 50,000/- for any specified purpose. The sanction to spend a sum larger than Rs. 50,000/- by the president for a specific job shall have to be taken from the executive council and should be reported to the next General Body.

10.3. The Secretary General may spend sum of Rs. 10,000/- per month over and above the imprest amount kept by him. The approval of the expenditure to be taken at the next executive council meeting.

10.4. The finance secretary shall disburse those amounts only sanctioned under the financial powers stated above. Finance Secretary will also keep separate ledger for accounting of all educational funds received by the Society solely for educational purpose and disbursed for the same.

10.5. The funds for organizing conferences should be maintained in a separate ledger and all the conference related expenses should be duly approved by the president, General Secretary and Finance Secretary and later are submitted to executive council for approval.

11. Meeting of the Council

11.1. The meeting of the council shall be convened at least once in three months under the directions of the president for which a notice of at least one week shall be given in writing to the members. An emergency meeting of the council may be called by the President at a 24 hour notice. A requisition meeting may be called by any five members of the council who may give requisition in writing, for a specific purpose and such meeting shall have all the powers of the council for that specific purpose under these regulations. ***The society would reimburse travel and hotel expenses for a maximum of two meetings for outstation members of the executive Council for attending the executive committee meetings. These reimbursements will be subject to submission of one consolidated claim supported by original valid air, train or bus tickets or receipts of petrol pumps (in case of using own vehicle). For hotels, only one night's stay for a particular meeting would be permissible and the amount should not exceed Rs.15,000 per night. (GB 2012)***

11.2. Agenda of the Meeting

11.2.1. Normally the agenda and working papers shall be issued to members of the council not less than seven days before the date of meeting. An emergency meeting shall have only one item on the Agenda and does not require seven days notice.

11.3. Quorum

11.3.1. The quorum of the council shall be 50% the executive committee members provided that if a quorum is not complete within an hour of the time fixed for the meeting, the meeting shall stand adjourned and can be held after a week at the same time and same place without a notice, and no change in the agenda.

11.4. President

11.4.1. The President or in his absence the vice president or in the absence of both, any person elected by the members of the council who are present shall preside over the meetings of the council.

11.5. Method of Decisions

11.5.1. All decisions of the council except for financial and account matters shall be taken by a simple majority vote by show of hands of the members present. In case of a tie the president shall have a casting vote. The result of the voting shall be recorded by the Secretary General.

11.6 Opinion by Emails

11.6.1 The general secretary with approval of the President may send a particular one point agenda to the members of the executive Council by email for their opinion. The members would give their decision in YES or NO by return email within a week. If 50% of the total numbers of the members of executive committee say YES , the point would be considered approved (except financial matters where two third majority is required). The result of this email exercise would be recorded giving the names of members who supported the point and sent to all members of the relative counsel by email (GB 2012)

12. Annual General Body Meeting.

12.1. There should be minimum two annual General Body (GB) meetings during the tenure of two years. Fifteen clear days notice shall be given for the GB meeting and the Agenda shall be circulated along with the notice. The quorum for the General Body Meeting will be 10% for the members of the Society (life members and full members of good standing) or at least 50 members whichever is more, but no quorum will be necessary for an adjourned meeting which will be held after an hour at the same place, provided that the agenda is not changed. And the proceedings of such meetings must be circulated within six weeks of the meeting & will be approved by the next GB meeting.

13. EXTRAORDINARY GENERAL BODY (EOGB) MEETING.

13.1. Additional GB meeting may be called with fifteen clear days notice and the agenda shall be circulated along with the notice. The quorum for the EOGB will be 10% of the members of the Society (life members and full members of good standing) or at least 50 members whichever is less, but no quorum will be necessary for an adjourned meeting which will be held after an hour at the same place, provided that the agenda is not changed. And the proceedings of such meetings must be circulated within six weeks of the meeting & will be approved by the next GB meeting.

14. EMERGENCY MEETING

14.1. An emergency General Body Meeting may be called at any time at three days clear notice, 25 or 10% of the members of the Society, whichever is less. This will be for single agenda item.

15. REQUISITION MEETING

15.1. A requisition meeting may be called at any time at three days clear notice by 25 or 10% of the good standing members of the Society, whichever is less, in writing to the President.

16. FRAMING RULES & REGULATIONS

16.1. The council may from time to time frame such rules as may be necessary for regulating the conduct of the day to day Society's business and the terms and conditions of employment of its staff.

17. AMENDMENTS TO THE CONSTITUTION OF SOCIETY

17.1. The constitution may be amended, altered or varied by a resolution of two third majorities of members present at any annual General meeting of the Society provided that the amendment is submitted to the council at least six weeks before the GB meeting & the amendments are circulated to the members, two weeks before the GB meeting. These must be proposed and circulated in exact language referring to the actual text of present constitution and must have been proposed and seconded by members in good standing.

18. INDEMNITY OF OFFICE BEARERS

18.1. Neither of office bearers of the Society nor any member of the council shall be responsible for anything done, omitted to be done or suffered in good faith hereunder and the office bearers, officers and members of the council aforesaid shall be entitled to be indemnified against any action, cost claims damages, expenses of demands and to be forced it to reimburse from the funds of the Society or any part thereof.

19. DRAWING OF FUNDS

19.1. All income received by the Society whether from fees or from any other sources shall vest in the society and shall be kept in the name of the society in an account in a scheduled Bank. This account shall be operated under the joint signatures of finance secretary and president / general secretary.

19.2. In case of absence the accounts will be operated under the joint signatures of any two of the following office bearers: The President, Secretary General and the Finance Secretary. In case the President and Secretary General operated the account, early information must be conveyed to the Finance Secretary.

20. AUDIT & ACCOUNTS

20.1. An audit of the accounts of the Society prepared by the Finance Secretary shall be held every year by a chartered accountant to be appointed in executive council meeting with 2/3rd majority & ASAP conveyed to the members through the news letter and electronic media. The certified accounts of the Society shall be produced at the General Body meeting which shall be attested by President and Finance Secretary. The finalized audit report will be circulated with the Agenda items before the General Body Meeting.

20.2. Accounts of the Society shall be shifted to a Bank in the city where the newly elected Finance Secretary resides within a period of six weeks from the date of end of term (31st Dec)