



**ALL INDIA FLAT TAPE MANUFACTURERS'
ASSOCIATION**

No. 213, Richmond Towers, 12, Richmond Road, Bangalore - 560 025
22234603, Fax : 080-22234603, 22127567 (in-coming only)
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BYE - LAWS

(Amendments updated upto 2008)

aiftma

**ALL INDIA
FLAT TAPE
MANUFACTURERS'
ASSOCIATION**

Bangalore

**Memorandum of Association
And
Rules and Regulations**

(Amendments updated upto 2008)

1. **Name** : This Organisation shall be known as "All India Flat Tape Manufacturer's Association", "AIFTMA".
2. **Registered Office** : **ALL INDIA FLAT TAPE MANUFACTURERS ASSOCIATION**
No. 213, Richmond Towers,
No. 12, Richmond Road,
Bangalore - 560 025.

Delhi Office : **ALL INDIA FLAT TAPE MANUFACTURERS ASSOCIATION**
No. 110, 1st Floor, L.S.C., Pocket D & E,
Saritha Vihar, Near Appollo Hospital,
New Delhi - 110 076.
3. **Objectives** : The objects of the above Association are as follows :-
 - (i) To promote the welfare of its members and foster and encourage the exchange in information relating to the industry.
 - (ii) To formulate constructive policies and sound business principles so that members may render satisfactory and economical service to the public.
 - (iii) To seek to remove obstacles to the healthy progress of the industry by making collective representation of grievances to the Central and State Governments and to put up suggestions and request to the bodies concerned in the matter of imports, exports, excise duties, taxes, development of the industry etc.,
 - (iv) To promote and organize scientific research calculated to advance the trade, commerce and manufacture of Flat tape and its end products.
 - (v) To collect, classify and circulate among the members statistical and other information relating to the industry.

Vice-President/Secretary General is authorised to correspond with the Registrar of Societies, Bangalore.

(vi) To work towards a common goal of maintaining the quality of the tape fabrics and sacks and other products.

(vii) To do all such and other things as are incidental or conducive to the attainment of the above objects.

Sl. No.	Name & Address	Age	Occu- pation	Desig- nation	Signature
1	2	3	4	5	6
1.	Sri M.K. Rama Chandra Partner : Krishna Fibre Corporation, No. 17, Platform Road, Bangalore – 23.	34	years	Business	President
2.	Sri P.R. Rao, Managing Director, Arkon Private Ltd., M.S.R. Industrial Estate, Bangalore – 12A.	39	years	Business	Vice President
3.	Sri B.S. Kamath, Mg. Partner; P-FIBRE Corporation, A-83, Industrial Estate, Rajajinagar, Post Box No. 4, Bangalore – 10.	39	years	Business	Treasurer
4.	Sri K. K. Patel Nilkamal Synfabs (P) Limited, Dhobighat, Dudheswar Road, Ahmedabad.	45	years	Business	Member
5.	Sri P. Nagesh Pai, 26, Patwa Chambers, II Floor, Clive Street, Bombay – 9.	42	years	Business	Member

6. Sri B.P. Kini, 41 years Business Member
Venkateswara Industries
Anekere, Karkala,
South Kanara

7. Sri. K. Sankara 31 years Business Member
Krishnam,
Director, Polymer
Textiles Pvt. Ltd.,
14, Club Road East,
Shenoyanagar,
Madras – 30

Witness :

Place : Bangalore

Dated : 12-08-1971

RULES AND REGULATIONS

1. **Name** : This Organisation shall be known as "All India Flat Tape Manufacturers" Association – "AIFTMA"
2. **Registered Office**: 213, Richmond Towers, 12, Richmond Road, Bangalore – 560 025
3. **Definition** : In this Constitution unless there is anything repugnant in the subject or context :
 - (a) "Association" means the "All India Flat Tape Manufacturers Association".
 - (b) "Company" means either a Private or Public Limited Corporation.
 - (c) "Concern" means and includes a Partnership firm or joint family business or other association of individuals.
 - (d) "Year" - means the official year of the Association beginning 1st April of the year and ending with 31st March, until changed by amendment as provided.
 - (e) The term "President", "Vice - President", "Treasurer", "Convener", "Member", and "Secretary General" :- means respectively the President, the Vice-President, Treasurer, Convener, Member and Secretary General of the Association.
 - (f) "Zonal Representatives" - means zonal Vice Presidents nominated or elected in accordance with the provisions of the constitution to represent on the managing committee of each the 4 zones into which India shall be divided for the purpose.
 - (g) "Managing Committee" - means the committee nominated or elected according to the provisions of the constitution for managing the affairs and funds of the Association.
 - (h) "State Vice Presidents" - means members nominated or elected from each State of the country to monitor and

manage the affairs of the respective States. They are also required to attend the Managing Committee meetings when specifically notified for the purpose.

- (i) "General Body" - means the entire membership of the Association.

4. Membership :

The membership is categorized into two Categories

A - Regular Member

B - Associate Member

Any person, firm or company regularly engaged in the manufacturer of Flat Tape and its end products may become a regular member of the Association upon approval by the Office Bearers and or State Vice President.

Raw Material Manufacturers / Machinery Manufacturers / Master Batches Manufacturers / Traders / Cutting, stitching / Laminators and others connected with the industry except users of members products may be enrolled as Associate Members at the discretion of the Office Bearers / Managing Committee / State Vice Presidents.

However importers of fabrics / Sacks / tarpaulins / FIBC's cannot be made either members or Associate Members.

5. Applications for Membership :

Any person above the age of 18 years, firm or company eligible for membership shall if desirous of becoming Members / Association Members submit his or their application duly recommended by the State Vice presidents of the Association. The application may also be submitted directly to the Registered Office and in that case the Secretary General shall obtain the recommendation of the State Vice President / Managing Committee / office Bearers before accepting them as Member. The Association reserves the right to consider such application for membership on merits and allot Membership numbers for each applicant.

6. Termination of Membership :

- (i) The membership of a member of this Association shall be terminated by resignation giving three calendar months notice in writing to the Secretary of the Association or by failure of a member to pay dues, fees or assessment owing to the Association within 2 months of the issue of a registered notice to this effect. Such notices should be issued by the Association within one month, of the dues, fees or assessments becoming due.
- (ii) If the subscription of the member is in arrears continuously for 2 years, are liable for termination after serving a final notice.
- (iii) In additions to the above provision, on the recommendation of the Managing Committee, the General Body may by affirmative vote of three quarters of its members present and voting, terminate the membership of any member who has violated any provisions of this constitution / Byelaws or who shall do an act injurious to the Association No action may be taken pursuant to the provisions of this Section unless at least thirty calendar day's prior written notice shall have been given to such member advising him of the nature of such charges and that he shall have the right to appear before the Managing Committee and be heard in his defence.

7. Change in Name Or Constitution of a Member :

- (i) A firm admitted to the membership of the Association shall not cease to be a member by reason only of a change in the Conventional name in which such firm was elected provided there is no change in the Constitution occasioned by the admission, death or retirement of a partner.
- (ii) A firm shall, however, cease to be member if there is a change in the conventional name in which it was elected a member together with a change in its constitution occasioned by the admission, death or retirement of a partner.
- (iii) A company shall not cease to be a member by reason solely of a change being made in the name by which it was elected a member.

- (iv) Any individual member and any member being a firm shall cease to be a member of the Association if the : individual or firm shall be adjudicated insolvent. A member being a Company shall cease to be a member if an effective resolution shall be passed or an order made by a competent Court for the winding up of the Company.
- (v) If any person, firm or company being a member cease to manufacture Flat tape and its products either permanently or for a period of one year without being able to offer satisfactory explanation and evidence of his or its ability to recommence manufacture, such person, firm or company shall cease to be a member from a date fixed by the Managing Committee. It shall however, be open to the General body to readmit such person, firm or company as a member paying an entrance fee and on such conditions as the Managing Committee may lay down.

8. Entrance Fee :

There is no entrance fees for becoming a first time member / Associate member.

However for all re-admissions the Managing Committee is empowered to levy an entrance fee of an amount not exceeding one year subscription fees applicable to the category of the membership and clearance of previous arrears if any.

9. Membership Subscription :

Regular Member - For the purpose of Annual Subscription of the Association, the units are classified into 3 categories.

- a) **Tiny units** **up to 20 looms** **Rs. 3,000/- per year.**
- b) **SME units** **up to 50 looms** **Rs. 6,000/- per year.**
- c) **Large units** **above 50 looms** **Rs. 12,000/- per year.**

- (i) The units which are closed will pay a token fee of Rs. 1,000/- per year on production of proof if any.
- (ii) For group companies the Flagship Company will pay Rs. 12,000/- per year and all its member companies Rs. 3,000/- per year, so that all group companies are also made members of the Association.

Associate Members :-

The Annual Subscription for Associate members shall be categorized as under,

- a) Large Scale Rs. 20,000/- per year.**
- b) SME's / Medium Rs. 5,000/- per year.**

- (iii) The membership subscription may be reviewed and altered if approved by the General Body or special General Body Meeting convened for the purpose.
- (iv) Annual Subscription is payable within first 30 days of the Financial Year beginning on basis of Bill cum Voucher sent by the Registered Office.
- (v) A new member of the Association shall pay the full subscription for the Year in which he is admitted irrespective of the date on which he is admitted.
- (vi) A member whose membership is terminated during any one year shall pay the full subscription for the year irrespective of the date on which his membership is terminated.

10. Membership Register :

The Association shall maintain a Register to be called the 'Register of Members and of person to act and vote for member [hereinafter referred to as the Register]' and the names of all persons of the Association shall be entered in the said Register together with the names of all persons entitled or empowered, in accordance with these Rules, hereinafter mentioned to act and vote for such members as soon as the names of such persons have been notified and observed in accordance with these Rules and when the names of more than one person shall be notified to act and vote for any one member of the Association, the names of such persons shall be numbered in the order of precedence in which such persons are entitled to act and vote for such member.

11. Voting :

- (i) **The voting rights are vested only for Regular Members and Associate members would not have voting rights during election.**

- (ii) Only those individuals whose names have been entered in the Register will be entitled to vote for the member he represents.
- (iii) In the case of a company being member of the Association, the following persons shall, subject as hereinafter mentioned be eligible for nomination as the representative of the company and whose name may be entered in the Register.
 - (a) A Director of the member company ;
 - (b) Any one person who has been authorised by the Director of the Company to sign on behalf of such Director.
- (iv) No person shall be entitled to act or vote on behalf of any member of the Association unless and until his name shall have been entered in the Register as a person entitled to act and vote for such member.
- (v) A firm or company may nominate a maximum of two persons to represent the firm or company, as the case may be.
- (vi) If two persons who shall be entitled to act and vote on behalf of one and the same member of the Association shall be present at any meeting of the Association, that one who takes Priority in the order of Precedence as mentioned in the Register shall alone be entitled to vote at such meeting.
- (vii) A person may be empowered, in accordance with the provisions herein by more than one member to act and vote on their behalf ; and if so empowered, such persons shall be entitled to act and exercise the right of voting, separately for each such member on whose behalf he is entitled to act and vote.

12. Management of the Association :

The supreme authority in all matters concerning the business of the Association shall be the General Body consisting of all members of the Association. The executive responsibility shall rest with the Managing Committee which, in turn, will manage the affairs of the Association through the elected office bearers of the Association comprising the President, Vice-President and Treasurer and Convener.

13. General Body Meeting :

(a) **1. Annual Meeting** : An annual meeting of the General body called the "Annual General Body Meeting" shall be held in each year ordinarily on such date in the month of February / March as may be fixed by the Managing Committee and 21 days notice of every annual General Body Meeting shall be given to the members in writing, as per section 11 of the M S R Act 1960.

2. Emergency Meeting : If the President of the Managing Committee deem it expedient that a General Body Meeting should be convened to decide an urgent and important matter concerned with the business of the Association, he or they shall have the power to convene an emergency meeting of the General Body and for such meeting 10 days' notice must be given to all the members of the Association.

3. Requisitioned Meeting : If 25 per cent of the members of the Association shall, by a requisition in writing signed by them addressed to the Managing Committee and containing a statement of their reasons for the requisition, request the Managing Committee to call a Meeting of the General Body, the Committee shall issue notice of such a meeting within 14 days after the receipt by the Managing Committee of the said requisition and if the managing Committee refuse or neglect to institute notices convening such General Body Meeting within the time aforesaid, the 25 per cent of the Membership who shall have power to call such meeting of the General Body to be held on such day as they themselves shall appoint. In the case of such meetings held in pursuance of a requisition, the Managing Committee or in the alternative those members who signed the requisition shall give 21 days' notice to all the members of the date and agenda fixed for such meetings.

[b] Quorum :

1. No business shall be transacted at any General Body Meeting unless the quorum according to these rules shall be present at such meetings.
2. At any meeting of General Body the quorum shall be constituted if the number of members present at the meeting

shall be 35 or more, of the total membership of the Association.

3. If on the day originally appointed for holding a meeting of the General Body the quorum shall not be present within an hour of the time appointed for the commencement of the meeting it shall be adjourned to such time on such day as the majority of the members present shall approve.

C. Resolutions :

1. No resolution purporting to lay down a policy on any of the following matters shall be binding on all members of the Association unless such resolution has received the support of not less than 35 or more of the total membership of the Association.
 - (i) Matters to be discussed with the Central and State Governments,
 - (ii) Matters pertaining to the quality of Flat Tape and its products.
 - (iii) Matters involving disclosure by the Association or any one designated by the Association of any information relating to productive capacity of factories owned by members, or consumption of materials and power by such factories or the sale of the products manufactured by such Member.
 - (iv) Matters or projects involving the Association in any expenditure or borrowings exceeding Rs. 50,000/-
2. If at any meeting of the General Body, a resolution on a matter referred to in the above sub-section (1) is carried by a majority of those present but fails to receive the required two thirds of the full membership majority, then the resolution shall be referred to such members as were absent in order to obtain their vote as detailed in sub-section C (3) below.
3. As and when a resolution is referred to in accordance with the preceding sub-section C(2) stated above to the members who were absent from the meeting, a copy of the resolution accompanied by a brief resume of the proceedings of the meeting shall be sent, by registered post acknowledgment due, to such members who shall be asked to state in

writing whether or not they are in favour of the resolution being passed. A member who fails to signify his views on such resolution within the specified period shall be deemed to have consented to the resolution being passed. The written statement of members upon matters under reference shall be scrutinized by the President, with the assistance of the Vice President of the Association, and the President shall certify the total of votes cast for and against each resolution. Any such resolution shall be deemed as passed if it secures the support of more than two-thirds of the total membership of the Association as per Section 11 (3) of the M S R Act, 1960.

4. All resolutions on matters other than those referred to in the Sub-Section C (1) shall be deemed as passed if they have secured the support of the majority of the members present at the meeting.
5. The agenda for every meeting shall be circulated with the notice convening the meeting and no resolution except on specific items mentioned on the agenda shall be passed at the meeting.

14. Managing Committee :

A. General :

The affairs and funds of the Association shall be managed in accordance with the directions given by the General Body, by a Committee referred to hereinafter as the "Managing Committee",

B. Composition :

1. The Managing Committee shall consist of :
 1. (a) The President of the Association, who shall be ex-officio Chairman of the Managing Committee
 - (b) The Vice-President of the Association, who shall be the ex-officio Deputy Chairman of the Managing Committee.
 - (c) The Treasurer of the Association.
 - (d) The Convener of the Association.

(e) Zonal representative who shall be elected on the basis of and in the manner herein provided to represent each of the Zones into which shall be divided for the purpose.

2. There shall be two or more representatives for each Zone.
3. Zonal representatives shall be elected from among those whose names appear on the Register as being persons entitled to act and vote for the member from the zone concerned.
4. The president shall have the power to co-opt two members of the Association on the Managing Committee. Such Co-opted member/s will have no voting power in the deliberation of the Managing Committee.

C. Zones :

The Zones referred to in the preceding sub-section shall be

1. North Zone consisting of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttranchal, Delhi and Uttar Pradesh States in India.
2. South Zone consisting of Kerala, Karnataka, Tamil Nadu and Andhra Pradesh States of India.
3. East Zone consisting of Andaman Islands, Jarkand and North Eastern, Assam, West Bengal, Bihar and Orissa States of India.
4. West Zone consisting of Maharashtra, Madhya Pradesh and Gujarat.

Provided that the number of the boundaries of these Zones may be varied from time to time by resolutions receiving the support of not less than 35 or more of the total membership of the Association either at a meeting of the General Body or on reference made to all members.

D. Tenure :

Each member of the Managing Committee Elected/Nominated to represent any one of the zones referred to in the preceding section shall hold the office until the next Annual Election or

until his removal from office by a vote of no confidence passed at any meeting of the General Body by a majority of not less than two-thirds of the total membership of the Association or until his resignation is accepted or until he ceases to be a person entitled to act and vote for a member of the Association whichever is earlier or if he fails to attend 2 consecutive meetings of the Managing Committee for whatever reasons.

E. Election Procedure :

The Office Bearers and the Managing Committee members may be nominated by unanimous choice or elected as per procedure with the consent of General Body. Members who volunteer to devote time/resource/guidance will only be elected or nominated as Office Bearers/Managing Committee Members. They should have some experience in Raffia Industry / Association working.

1. For the purpose of election nomination of zonal representatives on the Managing Committee, each member shall be registered on the Register of the Association in the zone in which his factory or his registered office is or is to be located.
2. Those persons who are entitled, in accordance with the provisions of the constitution, to act and vote for such members as have their names registered in any particular zone shall alone be entitled to stand as candidates for election from the zone to the Managing Committee.
3. Each Zonal representative on the Managing Committee shall be elected or nominated by those members who have their names registered in zone concerned unless there is an equality of votes for the appointment in the first ballot held by such members, in which event the said representative shall be elected by all the members of the Association irrespective of the zones in which they are registered.
4. The Managing Committee holding office for the time being shall make the necessary arrangements for holding election of the President, Vice President, Treasurer, Convener and the members of the Managing Committee.

5. The members of the Managing Committee shall be elected nominated annually on the date fixed for the Annual General body meeting and if any one member so elected from a particular zone ceases to be in office, either due to resignation or otherwise, at any date before the next annual election, a person qualified for the purpose shall be co-opted within a month of such date to represent that zone.
6. Elections of the office bearers, President, Vice-President, Convener Treasurer and members of the Managing Committee shall be by ballot and the Managing Committee holding office for the time being shall provide separate voting papers for :
 - (a) the election of the President, Vice-President, Treasurer and Convener
 - (b) the election of the members of the Managing Committee in such form as they shall from time to time think fit.
7. The Managing Committee shall before the date appointed for any election appoint a scrutinizer for the election.
8. All nominations for the posts of President, Vice-President, Treasurer, Convener the members of the Managing Committee shall be submitted in such form and not later than such date as may be fixed by the Managing Committee for the purpose and such nominations shall be duly proposed and seconded by any two eligible members of the Association. Ten days notice of the date so fixed for receipt of the nominations shall be given to all members of the Association.
9. A person entitled to be nominated as a candidate for the election as an office bearer or as representative of a particular zone of the Managing Committee shall be nominated as a candidate unless his consent has been obtained in advance and the fact that such consent shall be shown by the candidate signing at the appropriate place of the nomination form.
10. A list of the candidates duly nominated within the prescribed time together with the voting papers in respect of the election of office bearers and the members of the Managing

Committee shall be sent by registered post to each member of the Association at least 15 days before the date fixed for the election.

11. Every member of the Association desiring to exercise his vote shall indicate on the relative voting papers his choice of the candidates to be the President, Vice President, Treasurer and the members of the Managing Committee from each zone. Each voting paper shall be signed for and on behalf of the member of the Association exercising his right and he shall deposit or cause it to be deposited in the appropriate ballot boxes in a sealed cover on the day and during the hour fixed for election. Absentee members may send the voting papers by registered post to reach the session of this Association a day before the date of election and shall be responsible for depositing such papers in the ballot box.
12. Immediately on the expiry of the time fixed for depositing voting papers or causing them to be deposited on the day of any election, voting shall be closed and such ballot box shall be opened by the Secretary of the Association in the presence of the scrutiniser and the votes shall be counted and scrutinized by the scrutiniser who shall report to the Managing Committee in writing under his hand the result of the election according to his counting and scrutiny.
13. Particulars of the voting of the members of the Association shall be confidential and shall not be disclosed by the scrutinise of the Association to any one whomsoever.
14. That person in whose favour the largest number of votes shall have been cast for the appointment of the president, Vice President, Treasurer or a Member of the Managing Committee, from a particular Zone, as the case may be shall be deemed as appointed President, Vice President, Treasurer, Convenor Member of the Managing Committee from the zone concerned.
15. If in any ballot in which all the members of the Association are entitled to vote, whether it be for the election of an office bearer or of the member of the Managing Committee from a

particular Zone, there shall be an equality of votes for the appointment, a fresh election shall be held for the post.

16. If any person who shall have been elected as an office bearer or a member of the Managing Committee from a particular Zone shall decline to accept the appointment notwithstanding the fact that he had gives his consent at the time of nominations. The person who shall have received the next largest number of votes for the particular post shall be considered to have been elected, and if there shall be no person, then the vacancy shall be filled by fresh election in accordance with the aforesaid provision.

F. Meetings :

1. Meeting of the Managing Committee shall be fixed ordinarily by the President or in his absence by the Vice President and 10 days notice shall be given in the case of all such meetings.
2. A meeting of Managing Committee shall be held at least once in 3 months in all the 4 zones. The Association will continue its convention that it will not bear any cost of travel/ hotel etc., of any Office Bearers for any meeting/functions.
3. If one-third of the members of the Managing Committee request the President or in his absence the Vice President by telegram or letter, copy or which shall be forwarded to the Secretary of the Association, to arrange for meeting of the Managing Committee, the President or Vice President shall do so within 10 days of the receipt of the said telegram or letter and if he fails or neglects to call such meeting the signatories to that telegram or letter may themselves convene such meeting giving at least 10 days notice of the meeting.

G. Quorum :

Any two of the office bearers-President, Vice President , treasurer, convener and four members are duly authorised representatives of the Managing Committee representing at least two zones shall from the quorum for meetings of the Managing Committee.

H. Powers :

1. General Powers : The Managing Committee shall, subject to the directions of the General Body and the provisions of the constitution exercise all such powers and do all such acts and things as the Association is by a law or by this constitution or otherwise authorised to exercise or do.
2. Specific Powers : In furtherance of and without prejudice to the general powers conferred by or implied in the last preceding sub-section (1) and all other powers conferred by these presents, it is hereby expressly declared that the Managing Committee shall be entrusted with any may exercise and perform the following powers and duties :
 - (a) To appoint representatives of the Association for serving on any Committee, Governmental or otherwise, on which the Association has been invited to be represented or to act for the Association for any other specified purpose.
 - (b) To appoint such sub-committees as the Managing Committee may deem it advisable for the purpose of investigating and reporting upon any matter whatsoever, and to invite any member of the Association not being a member of the Managing Committee to serve on any such sub-committee and to consult any outside authority if for any special reason such a course may seem to be advisable.
 - (c) To invite any member of the Association, not being a member of the Managing Committee to be present at any meeting of the Managing Committee and participate in its deliberations, provided, however, that the member so invited shall not have the right to vote at such meetings of the Managing Committee.
 - (d) To appoint Lawyers and Solicitors to the Association to consult them whenever the Managing Committee deems it expedient to do so.
 - (e) To commence, institute, prosecute and defend all such actions and suits as the Managing Committee

may deem it necessary or expedient on behalf of the Association and to compromise or submit to arbitration the same as they may think best.

- (f) To enter into all negotiations and contracts and to receive any and every all such contracts and to do all such acts and deeds and things in the name and on behalf of the Association as may be necessary for the furtherance of the objects of the Association or the decisions of the General Body.
 - (g) To engage and dismiss the Secretary, Assistant Secretary and other employees of the Association and to determine their respective powers and duties and to fix their wages and remuneration and terms of employment.
 - (h) To manage the funds of the Association and to operate Bank accounts and to exercise all relative powers in accordance with provisions hereinafter contained.
 - (i) The Managing Committee is empowered to appoint persons to head other offices for Administrative reasons and Consultants/Advisers for specific purposes and decide their terms of appointment if necessary with the approval of General Body.
3. Acts or decisions of the Managing Committee by virtue of the general and specific powers herein conferred or implied shall, notwithstanding that the acts or decisions may be done or reached at meetings where duly authorised representatives of individual members of the committee are present and vote, have the same effect as acts and decisions done reached by the duly elected Managing Committee.

I. References to General Body

If in regard to the exercise of any of its powers or the performance of any of its duties or otherwise a resolution considered by the Managing Committee received support of only 60% of its members excluding the President, such resolution

shall be referred to the General Body for their decision; and in the event of such a resolution receiving the support of more than 60% of the members of the Managing Committee excluding the President, that resolution may be referred to the General Body if the President or in his absence the Vice-President deems such a course advisable.

J. Reports :

The Managing Committee shall submit reports on the activities, and funds of the Association to the General Body as often as the latter may deem necessary. Previous to each Annual General Body Meeting, the Managing Committee shall prepare a report of the proceedings of the Association during the year prior to such meetings and shall cause the same to be printed or cyclostyled and shall send at least one copy thereof to each member of the Association not less than 14 days prior to the date fixed for the said Annual General Body Meeting. The Managing Committee may also, if they see fit to do so, send any one or more copies of the said Annual reports to any individual or corporation or association to whom or to which they may deem desirable in the interests of the Association to send the same.

15. President :

a) Election / Unanimous Nomination

- 1) The association shall have a President who shall be elected or unanimously nominated by the members of Association from among whose names appear on the Register as being persons entitled to act and vote for members.
- 2) The election of the President shall take place on the date of the Annual General Body Meeting.
- 3) If the President's post falls vacant at any time before the next Annual General body Meeting, a person shall be elected to the post within a month of the date on which such a vacancy arises.
- 4) The procedure for the nomination of candidates for the President's post and of the election for the same have been provided in Section 12. E.

b) Tenure of President :

The person elected as President shall hold office until the next Annual Election or until his removal from office by vote of no confidence passed at any meeting of the General Body by a majority of not less than two-thirds of the total membership of the Association. Or until his resignation or until he ceased to be entitled to act and vote on behalf of a member of the Association whichever is earlier.

c) President no longer ordinary member :

On a person entitled to represent a member being elected as President he shall cease to be the accredited representative of such member for the purpose of the business of the Association, during the tenure of his office, and such member shall during such time be represented by others duly authorised to act on behalf of such member. The name of the President shall not, however, be removed from the Register on the ground that by virtue of his office, he has ceased to be an accredited representative. During the tenure of his office he shall be deemed for the purpose of the preceding section to be a person entitled to act and note on behalf of the member of the Association.

d) Powers of the President :

- 1) The President if present, shall preside at all General Body Meetings of the members of the Association and meetings of the Managing Committee held during his term of office.
- 2) The President shall have a casting vote at all meetings of the Managing Committee.
- 3) The President or his nominee shall have the power to represent the Association before all agencies, Governmental or otherwise, and to act and sign on behalf of the Association in all matters concerning the business of the Association in accordance with such directions as may be given by the Managing Committee and / or the General Body.
- 4) The President is authorised to be a Joint signatory along with the Vice President or Treasurer on all the cheques drawn on the Bank Account maintained by the Association.

16. Vice President :

a) Election/ Unanimous Nomination

- 1) The Association shall have a Vice President who shall be elected by the General Body from among the members whose names appear on the Register as persons entitled to act and vote for members.
- 2) The election of the Vice President shall take place on the date of the General Body meeting.
- 3) In the event of the post of the Vice President falling vacant at any time prior to the next annual General election, a person qualified for this purpose shall be elected to the post by the Managing Committee within a month of the date on which such vacancy arises and who shall hold office till the next Annual General Body meeting.

b) Tenure :

The Vice President shall hold office until the next annual election or his removal from office by a vote of no-confidence passed by a majority of not less than two-thirds of the total membership of the Association until his resignation from office or until he ceased to be entitled to act and vote on behalf of a member of the Association whichever is earlier.

c) Function :

- 1) In the absence of the President on any occasion at which it is his duty to perform any function in accordance with this constitution, the Vice-President shall act for the President and shall have all the powers, duties limitations and perform them until such time as the President resumes the function.
- 2) In the event of the Vice President presiding over a meeting of the General Body in the absence of the President the member whom he represents shall be entitled to have another representative with power to vote at such meeting.
- 3) The Vice President will be a member of the Managing Committee.
- 4) The Vice President or his nominee shall have the power to represent the Association before all agencies, Governmental

or otherwise, and to act and sign on behalf of the Association in all matters concerning the business of the Association in accordance with such directions as may be given by the Managing Committee or the General Body.

- 5) The Vice President is authorised to be a Joint Signatory along with the President or Treasurer on all the cheques drawn on the Bank Account maintained by the Association.

17. Treasurer :

a) Election : Unanimous Nomination

1. The Association shall have a treasurer who shall be elected by the General Body from among the members whose names appear on the register as persons entitled to act and vote for members.
2. The election of the treasurer shall take place on the date of the General Body.
3. In the event of post of the Treasurer falling vacant at any time prior to the next annual General Election, a person qualified for the purpose shall be elected to the post by the Managing Committee within a month of the date on which such vacancy arises and who shall hold office till the next annual General body Meeting.

b) Tenure :

The Treasurer shall hold office until the next annual election or his removal from office by a vote of no confidence passed by a majority of not less than two thirds of the total membership of the Association until his resignation from office or until he ceases to be entitled to act and vote on behalf of a member of the Association whichever is earlier.

c) Function :

1. The treasurer is responsible for proper management of funds of the Association and maintaining proper books of account.
2. The Treasurer is authorised to be a joint-Signatory along with the President or Vice-President on all Cheques drawn on the Bank Account maintained by the Association.

18. Convenor :

A. Election/ Unanimous Nomination :

1. The Association shall have Convenor who shall be elected/nominated by the General Body from among the members whose name appear on the register as persons entitle to act and vote for members.
2. The election/nomination of The Convenor shall take place on the date of the General Body.
3. In the event of the post of The Convenor following vacant at any time prior to the next Annual General Body, a person qualified/experienced for the purpose shall be elected/nominated to the post by the Managing Committee within a month of the date on which such vacancy arose and who shall hold the office till the next Annual General Body Meeting.

B. Tenure :

The Convenor shall hold office until the next Annual General Body or his removal from office by a vote of no confidence passed by a majority of not less than the quorum mentioned until his resignation from office or until he ceases to be entitle to act and vote on behalf of a member of the Association

C. Function :

The Convenor will initiate all actions concerning the Woven Sack Industry for the progress and stability of the Industry with the approval of Office Bearers. He will liaise with all Central and State Governments and all other bodies and Raw Materials Manufacturers. Initiate all legal matters to protect the Industry at the appropriate courts from time to time. He will handle all technical matters concerning the Industry in the best interest of the processors.

19. Secretary, Assistant Secretary and Minutes :

The Association shall have a Secretary who shall be appointed and whose remuneration and terms of employment shall be fixed by the Managing committee The Secretary shall devote himself entirely to the business and affairs of the Association except in cases where he has received special permission of

the Committee. He shall have charge of all correspondence and shall give an account of the funds of the Association and of funds connected with or in any way controlled by the Association. He shall have the care of the rooms, furniture, library, pictures and of all documents and other articles belonging to the Association.

He shall give notice, as desired by the President or vice-President, of all meetings of the Association, of the Managing Committee and any Sub-committee appointed by the Association He shall duly notify members of their elections and collect all due from members, prepare the annual report of the Association and of all committees of the Association under guidance of the President or Vice President and the Managing Committee and generally shall perform all such duties as are incidental to his office, acting under the orders of the President or Vice-President and the Managing Committee on all matters pertaining to his office.

Asst. Secretary :

The Managing Committee may, if it deems necessary, appoint an Assistant Secretary and fix his remuneration and terms of employment. Such Assistant Secretary shall act in accordance with the directions given by the Secretary or the Managing Committee Members, He shall, during any temporary absence of the Secretary owing to sickness or any other cause, or during the absence of the Secretary on leave, perform all or any other duties of the Secretary as may be assigned to him.

Minutes :

Minutes of all proceedings of the General Body, Managing Committee and all Sub-Committees of the Association shall be entered or caused to be entered regularly by the Secretary in appropriate Minute Books kept by him. Any such minutes of the proceedings so entered in the appropriate Minute Books if purporting to be signed by the Chairman of the Meeting concerned or by the Chairman of the succeeding meeting of the General Body, Managing Committee or Sub-Committee as the case may be, shall be receivable as prima facie evidence of the matters stated in such minutes.

All minutes book of the Association shall be open for inspection to any member of the Association at any reasonable time at the office of the Association.

20. Funds and Properties of the Association :

Application of funds and Properties :

The funds and properties of the Association how so ever derived shall be applied solely towards the promotion of the objects of the Association as set out in the objects of the Associations as set out in the objects of the Association and no proportion thereof shall be paid, transferred or distributed directly either by way of share or profits or dividends or bonus or otherwise howsoever by way of profit to the members of the Association except on the winding up of the Association as hereinafter provided ; but nothing herein shall be understood to prevent payment in good faith of reasonable and proper reimbursement of authorised hotel, travelling and other expenses incurred while on the business of the Association to any officer or servant of the Association or to any member of the Association.

21. Maintenance of Accounts :

The Managing committee shall cause true accounts to be kept of all sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place, and of the assets, credits and liabilities of the Association. The books of accounts shall be kept at the office of the Association or at such place or places and in charge of such person or persons as the Committee may from time to time direct.

22. Trustees :

- (1) There shall be one or more Trustees of the Association who shall be appointed by the Managing Committee. Every Trustee shall be appointed or removed by a majority of any three Members of the Managing Committee acting together with the President.
- (2) All the funds and properties of the Association shall be vested in the Trustees who shall have the custody of all securities and documents of title relating thereto and shall deal with and dispose of the same and income thereof in accordance with

the written directions, from time to time given to them by the Managing Committee for the time being.

23. Management of Funds and Properties :

- (1) The Managing Committee for the time being shall have power to invest and deal with any of the moneys of the Association not immediately required for the purpose thereof in such securities and in such manner as they may be instructed by the General Body or in the absence of such instructions as they may think fit and from time to time vary or realize such investments.
- (2) The Managing Committee shall have the power to determine the manner in which bills, loans, receipts, expenses and documents shall be signed or executed by and on behalf of the Association.
- (3) The Managing Committee shall have the power to borrow or raise, secure the repayment of any Sum or sums of money not exceeding Rs. 2,000/- without the previous sanction of the General Body and they may borrow raise or secure the repayment of any sum or sums of money exceeding Rs. 2,000/- with the previous sanction of the General Body.
- (4) If at any time during the year the funds at the disposal of the Managing Committee are insufficient or likely to be insufficient to defray the estimated expenditure for the remaining portion of the years then the Managing Committee shall in such case, call a General Body Meeting and lay the accounts of the Association before such meeting for the decision of the General Body.
- (5) At least 21 days previous to each Annual General Body Meeting, the Managing Committee shall send to each Member of the Association an Income and Expenditure Account and a Balance Sheet duly audited as provided for hereinafter and containing a summary of the property and liabilities of the Association and made up to 31st March of the year immediately preceding the meeting and such account and balance sheet shall be laid before the members of the Annual General Body Meeting in each year.

24. Audit :

(a) Accounts to be audited :

Every Balance Sheet and Income and Expenditure Accounts shall be audited by one or more auditors to be appointed as hereinafter mentioned.

(b) Election of Auditors :

The Association shall elect on the date of the Annual General Body Meeting in each year as Auditor or Auditors to hold office until the next Annual General Body Meeting and the following provisions shall have effect, that is to say :

- (1) No person whose name appears on the Register as being entitled to act and vote for a member of the Association and no employee of any member of the Association shall be capable of being appointed Auditor of the Association.
- (2) A person other than a retiring Auditor shall not be capable of being appointed at an Annual General Body Meeting unless notice of an intention to nominate that person to the office of Auditors has been given by any two members, jointly to the Secretary of the Association and in such form and before such date as may be fixed for the purpose by the Managing Committee. A list of candidates duly nominated for the appointment as Auditors together with the voting paper in respect of the election for the post shall be sent by registered post to each Member of the Association at least 10 days before the date of election.
- (3) The provisions of sub-section 12 (3) herein shall be applicable mutandis to the election of the Auditors.

(c) Function and Rights :

- (1) Every Auditor of the Association shall have a right of access at all times to the books of accounts and vouchers of the Association and shall be entitled to require from the President and members of the Managing Committee and all officers and employees of the Association such information and explanation as may be necessary for the performance of the duties of the Auditors.

- (2) The Auditor shall make a report to the Members of the Association on the account examined by them and on every Balance Sheet and Income and Expenditure Account paid before the Annual General Body Meeting of the Association during their tenure of office and report shall state.

- (a) Whether or not they have obtained all information and explanation they have required.
- (b) Whether or not such Balance Sheet exhibits a true and correct view of the states of the Association' affairs according to the best of their informations and the explanation given to them and as shown by the books of the Association.
- (c) Remuneration of Auditors :

The remuneration of Auditors shall be recommended by the Managing Committee and fixed finally by the General Body.

25. When Accounts to be deemed finally settled :

Every account of the Managing Committee when Audited and approved by the General Body meeting shall be conclusive except as regards any error discovered therein within three months next after the approval thereof. Whenever any such error is discovered within that period, the account shall be corrected and thenceforth shall be conclusive.

26. Miscellaneous :

Winding-up :

- (1) The Association shall be wound up on a resolution being passed in that regard at a meeting of the General Body specially convened for the purpose by a majority of not less than two-thirds of the total membership of the Association for the time being.
- (2) In the event of the Association being wound-up every present and past member shall, subject to the provision of this section, be liable to contribute to the assets of the Association an amount sufficient for payment of its debts and liabilities and the costs, charges and expenses of the

winding-up and for adjustment of the rights of the Members inter se with the following qualifications.

- (a) A past member shall not be liable to contribute if he has ceased to be a member for one year or upwards before the commencement of the winding up, and
- (b) A past member shall not be liable to contribute in respect of any debt or liability of the Association contracted after he ceased to be a Member.
- (c) If upon the winding up or dissolution of the Association their remain after the satisfaction of its debts on liability and property what-so-ever the same shall be distributed equally among those who according to the preceding sub (sec.2) of this section have an obligation to contribute to the assets of the Association or transferred to some other Associations in consultation with the General Body.

Amendment to the Constitution :

This constitution may be amended at a meeting of the Association or at any special meeting called for this purpose by a two-thirds vote of the voting members of the Association or Quorum provided, however, that such amendments be submitted in writing to each member of the association at least one week prior to the meeting at which action is to be taken.

Working Hours: The working hours of the Association will be 10.00 a.m. to 5.00 p.m. with half an hour interval for lunch break 1.00 p.m. to 1.30 p.m. The offices may opt for either Saturday working from 10.00 a.m. to 1.30 p.m. or every second Saturday as holiday. Sundays should be weekly off.

Official Year : The Official year of the Association will be from 1st April to 31st March every year.

All the Provisions under M.S.R. Act 1960 shall be followed :