

BYE LAWS
OF
CONFEDERATION OF WOMEN ENTREPRENEURS

These regulations constitute the Bye-Laws relating to the general conduct of CONFEDERATION OF WOMEN ENTREPRENEURS (hereinafter called "COWE") are as follows:

1. Mission

To be a national association of women business owners that propels women entrepreneurs into economic, social and political spheres of power.

2. Vision

Promote affiliations and spread COWE activities across India. Create centers of excellence for women to gain knowledge, develop skills, provide infrastructure, access to resources and promote marketing avenues to further their business. To inculcate entrepreneurship culture among young women and facilitate in shaping their ideas into workable models of business. To influence public policy and opinion makers and promote inclusivity in the business culture for women.

3. Definitions of terms used in Bye-laws:

In these bye laws unless the context otherwise requires:

'Act' means the Companies Act, 1956.

'EC' means Executive Committee of COWE formed as per the Articles of Association and these Byelaws

'General Body Meeting' means the Annual General Meeting or the Special General Body Meeting of all the Members of the COWE.

'MC' means the Management Committee comprising of the office bearers of COWE formed as per the Articles of Association of COWE and these byelaws

'Member' means a the person or body corporate or firm whose name appears in the Register of Members of COWE

'Officer' includes any Director, Management Committee member, Executive Committee member, member of the sub-committee, or any other person appointed by COWE to undertake the business of COWE or represent COWE in any matter including matters of court, before any authorities, the government etc.

4. Area of Operation.

COWE will operate from the state of Andhra Pradesh, but will spread awareness in all over the regions or areas in India or abroad as may be deemed fit or felt necessary by the Committee for achieving the objectives of the Confederation.

5. Accounting Year:

Accounting Year comprises of period commencing from 1st April of a particular year and ending on 31st March of the succeeding year.

6. Membership and related matters:

A. Membership:

1) *Category of Members:*

- a. Resident Individual Membership
- b. Resident Individual Life Membership
- c. Non - Resident Individual Membership
- d. Non- Resident Life Membership
- e. Corporate Life membership
- f. Association Member
- g. Association Life Membership
- h. Institution Life Membership
- i. Honorary Members/ Advisory Committee

2) *Eligibility Criteria:*

- Any individual woman who is 18 years of age and above,
- a body corporate which is promoted and managed by women,
- any partnership firm whose founder and managing partner is / are women,
- any other form of organization, which is managed by a women is eligible to become a member of COWE on making an Application as in *Annexure I* and is willing to oblige the regulations mentioned there in..

3) *Representative of Firm/Company, etc:*

- i. For each act of exercise of the rights and privileges of membership by a firm or partnership, company or corporation, or affiliated association, only one representative shall be recognized.

- ii. Every representative shall send her specimen signature and a photograph to COWE, which shall be registered with Confederation. Whenever there is a change in the representation, the new representative should also send her specimen signature and a photograph for such registration.

4) Subscription Fee:

- a) Membership shall be subject to payment of Registration fee of Rs.100/- on admission.
- b) A person can opt for any one of the following class of membership:

| Si. No | Type of Member | Subscription fee |
|--------|--------------------------|-----------------------|
| 1 | Resident Individual | Rs. 1,500/- per annum |
| 2 | Resident Individual Life | Rs. 10,000/- |
| 3 | Non- Resident Individual | USD 100 per annum |
| 4 | Non-Resident Life | USD 250 /- |
| 5 | Corporate Life | Rs. 15,000 |
| 6 | Association Annual | Rs. 5000/- per annum |
| 7 | Association Life | Rs. 25,000/- |
| 8 | Institution Life | Rs. 10,000/- |
| 9 | Honorary /Advisory | No Subscription |

All the fees are exclusive of any applicable taxes as may be levied from time to time.

- c) The Board may at its discretion, by passing a resolution approved by 2/3rd majority, admit any person as an honorary member of COWE.
- d) Every member other than the honorary and life member is liable to pay in advance the annual subscription on or before the day of 31st March for the ensuing year. Only those members who have paid the annual subscription fee on or before the due date will be eligible to nominate her candidacy or propose or second any candidacy to contest in election to the Executive Committee.
- e) Provided further that such members who pay the subscription after 31st March but before 30th April shall be entitled to vote at the ensuing Annual General Meeting but not eligible to either contest, propose or second the candidacy of any member for the purpose of election to the Executive Committee.

5) Privileges of Membership:

Every Member of the Confederation shall be entitled to the following privileges:-

- a) To obtain gratis all the publications of the confederations.
- b) To the free use of the Library
- c) To attend, speak and vote at any General Meetings of the Confederation.

B. Cessation / Termination of Membership:

- i. The Managing Committee has the power to terminate the membership of any member on the following grounds subject to compliance with the procedures as given below:-
 1. If a member fails to pay the annual subscription amount including arrears, if any, within ninety days after serving notice in writing at the registered address of the member
 2. If the member has become of unsound mind or
 3. Her actions are repugnant to the objectives of COWE or on the grounds of misconduct, or
 4. If conditions stipulated by the Committee are not complied with, or for any other sufficient cause, such as, but not limited to, non-attendance at meetings, not taking interest and participating in the activities and objectives of COWE and acting against the interests of the COWE,
- ii. In regard to point 3 and 4 above, the Managing Committee shall serve a show cause notice in writing to the member concerned and after hearing the member, the Managing Committee shall have the power to terminate the membership of such individual by passing a resolution in the meeting to that effect supported by 2/3rd of majority of members present in such meeting
- iii. A Member may resign her Membership by giving notice in writing addressed to the Secretary and shall be liable to pay all dues, if any and shall not be entitled to a refund of any donations or subscriptions paid by her in advance.

7. Board of Directors (BOD):

- a. Composition: The Board of Directors of COWE shall comprise of the following :

The six founders of COWE namely : Shylaja Reddy, Suman Kumar, Uma Ghurka, K. Sandhya, Soudhamini and Girija Reddy herein after referred to as the Core Members

The President

The Vice President

The Secretary

The Chairperson and Vice-Chairperson shall be elected as per seniority.

- b. The total number of members of the Board shall not exceed nine members

- c. The Core Members can step down from the Board at any time. The vacancy so caused can be filled in by the past president (in accordance with the seniority and her term as director will not exceed four years).
- d. At any point of time at least 3 core members will have to continue as Directors of the Board. In case if more than 3 core members wish to retire from the Board, then in such an event, the retirement of the core member shall be based on seniority as having served as President of the COWE.
- e. The core members who have stepped down as directors from the Board, can at any time return back at their wish and will be reinstated as the Director of COWE.
- f. The Board shall meet for a minimum of three and a maximum of four times in a year, gap between the meetings should not be more than 4 months and meetings are to be scheduled on every second Saturday of January, April, July and October. Every alternative Board Meeting should be held with Management Committee to consider and review the following matters which is included but not limited to:
 - 1. Review of policy related matters in consultation with the Management Committee or the Executive Committee
 - 2. Review of the implementation of the Policy decisions taken by the Board
 - 3. Review of performance of the Management and the Executive committee during the past three months
 - 4. Review of financial statements of COWE for the previous quarter
 - 5. Review of transactions of the corpus fund
 - 6. Review of the operations of the Chapters/branch offices
- g. Authority to Call_for the Board meetings: The Board Meeting may be called at any time by the Current Secretary of COWE or any other Core member, should the Secretary fail to call for the meeting within the specified time.
- h. Manner of Giving Notice: Notice of the time and place of special meetings shall be given to each Board Members by one of the following methods: (a) by personal delivery of written notice; (b) by mail, registered post; (c) by telephone, either directly to her or to a person at his office who would reasonably be expected to communicate that notice promptly to her; or (d) by facsimile, electronic mail. All such notices shall be given or sent to her address or telephone (or facsimile) number as shown on the records of the Company or as given by her to the Company for the purposes of notice.
- i. Notice Period: Notice shall be given by way of personal delivery, telephone, facsimile, electronic mail or telegraph and it shall be delivered,

telephoned, faxed, at least 7 days before the time set for the meeting. Upon the consent of all the Board Members, meeting can be conducted in shorter notice.

- j. Notice Contents: The notice shall particularly state the time and place of the meeting, if the place is other than the Principal Office of the Association. It need not specify the purpose of the meeting.
- k. Quorum: 1/3rd of the total board members, personally present shall constitute the quorum for the transaction of business at the Board Meeting. Of the 1/3rd members, minimum one must be a core member
- l. Passing of the resolutions: Every decision taken and approved by majority of the Members present at a duly held meeting (at which a quorum is present) shall be considered as duly passed and approved.
- m. Minutes: The Vice-president or any Member/Secretary of the Meeting who was present at the Board Meeting shall record the minutes of the meeting in the Minutes Book maintained and to be communicated to all the members within Fifteen days of the conclusion of the meeting. The recorded minutes should be signed by the chairman of the meeting.
- n. All funds shall be dealt-with appropriately as may be authorized by the Board/Committee or a duly authorized office Bearers/Board Members
- o. Company has two accounts namely Corpus Account and Current Account

A: CORPUS ACCOUNT

- 1) The Corpus account shall be controlled by Core Members comprise of the following receipts:
 - a) Corpus is life membership fee
 - b) Accumulated savings by the company
- 2) Any two of the following members hereby authorized to honor all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments signed, drawn accepted or made on behalf of the Company

Ms. Shylaja Reddy
Ms. Suman Kumar
Ms. Uma Ghurkha
Ms. Sandhya Reddy

- 3) If any of the above decides to retire and then the next Core Member in preference of seniority will be included as the signatory to the account.
- 4) Utilizations_of the funds in the corpus account: The funds in the corpus account shall be used for the following purposes only
 - Investments
 - Long-term Projects
 - Purchase of Properties
 - Opening of branch office
 - Board shall allocate part of interest earned of Corpus amount to meet the 50% of Office Expenditure for every quarter.
- 5) Collections from Life Membership fee and accumulated savings of projects conducted by Managing Committee shall be collected and added to corpus at the end of their term (i.e. 2 years).

B) CURRENT ACCOUNT:

- 1) The Current account shall be controlled by President of the Management Committee and shall comprise of the following receipts:
 - a) Membership Fee
 - b) All the receipts from various programs conducted by the Company
- 2) Every two years, when there is change in Management Committee and the new President takes charge, the balance in the savings amount will be transferred to corpus account. (Refer pt. A.5)
- 3) The Board of Directors will allocate every quarter to the new Management Committee part of Interest earned on Corpus fund to meet 50% of office expenditure for day to day operations of the Company.
- 4) Current account shall be operated by:
 - President
 - Vice-President
 - Secretary
 - Immediate Past President

8. Committees of COWE:

A) Management Committee (“MC”):

i. Composition: The Managing Committee will constitute of a maximum of 13 members. The MC shall comprise of the following office bearers: Immediate Past President, President, Vice President, Secretary, Two Joint Secretaries, Treasurer, and Chairpersons of the various Internal Committees of COWE.

ii. Every two years, the MC member will be elevated to the higher designated post such that the President shall become the ordinary member of the MC, The Vice President will become President and the Secretary shall become the Vice President.

iii. Post of Secretary (Eligibility):

Members of Board, Management Committee and Elected Executive Committee will elect the Secretary from the below mentioned categories, who nominate themselves for Election:

- Joint Secretaries
- Treasurer
- Chairpersons of Committees.

iv. Post of Joint Secretaries and Treasurer (Eligibility):

Member of Board, Management Committee and Elected Executive Committee will elect the Joint Secretary and Treasurer from the below mentioned categories, who nominate themselves for Election.

- Joint Secretaries
- Treasurer
- Chairpersons of Committees.

v. If any member is absent from 3 Consecutive meetings of MC or from all meetings of the Board for a continuous period of three months, whichever is longer, without obtaining leave of absence from the Managing Committee, the Committee may terminate the Member.

vi. Cessation: A member of the Committee shall cease to hold office as and when.

- a) She resigns by a letter in writing addressed to the Confederation and on acceptance of the same by the Managing Committee.
- b) Death of a Member.
- c) She ceases to be a Member of COWE (Ref.5B)

vii. Filling up vacancies: Any vacancy caused by cessation of a member or otherwise, can be filled by the Management Committee from among the members of the Executive Committee by passing a resolution in the meeting to that effect supported by 2/3rd of majority of members present in such meeting

viii. Meeting: The Managing Committee shall ordinarily meet once in a week as decided by the members of the Committee. In case of any urgent matters to be approved by the Managing Committee, a special meeting may be held by giving 3 days' notice for convening such meeting.

ix. Chairperson: The President shall be the Chairperson of the meetings. In case of non-availability of the President, the Vice President will Chair. In the absence of both President and Vice President any one among the members of the committee present will Chair the meeting.

x. Quorum: The quorum for the Management Committee Meeting is four members or 1/3rd of its total strength whichever is less.

xi. Proceedings of the Managing Committee Meeting:

- a) No business shall be transacted at any Management Committee meeting unless the quorum of members is present at the time when the meeting commences to transact the business.
- b) If the quorum is not sufficient for holding the meeting, the meeting shall stand adjourned to another day at such other place and time as may be determined by the President in consultation with the members of the Management Committee.

The Chairperson of the meeting with the consent of a majority of the members present may voluntarily adjourn the meeting;

xii. Minutes: The Secretary and in her absence any one of the Joint Secretaries who is present at the Managing Committee meeting shall record the minutes of the meeting and the same shall be circulated to all the Management Committee members within two days of the conclusion of the meeting. The recorded minutes will be duly signed by the chairperson of the meeting.

xiii. Functions and Powers:

- a) The MC has the discretion to remove any member for non-functioning from the Executive Committee if 3/4th of the members approve for the same.
- b) The MC has the discretion to reject the nomination of the member for election to the Executive Committee if 3/4th of the members approve of the same.
- c) The Committee shall meet as often as found necessary to discuss the activities to meet the objectives of the Confederation.
- d) Approve the annual operation plan and the budget of COWE

- e) Raise funds for the Confederation and control all financial affairs of the Confederation, renew the accounts whenever necessary.
- f) It shall keep the General Body informed of all important decisions taken by the Committee regarding functions of the Confederation.
- g) It can sue and defend all legal matters on behalf of the Confederation.
- h) It can appoint sub-committees on matters of importance and the recommendation of the sub-committee shall be placed before the General Body.
- i) The Committee may prepare and execute detailed plans and programmes in furtherance of the objectives of the Confederation.
- j) After approval from Board, Management Committee can draw, make, accept, discount, endorse, negotiate, buy, sell, execute and issue bills of exchange and other Promissory Notes, Cheque, Warrants, Debentures and other negotiable or transferable instruments or Securities.
- k) To manage, administrate and execute all the programmes of the Confederation/ including financial affairs on behalf of the Committee, staff related matters/ remuneration or allowances etc. appointment/removal and engagement of staff or consultants etc.
- l) To keep accounts of all financial transactions of the Confederation, for all the finances received and spent by the Confederation, maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities. Provided that, the accounts shall be kept separately of all foreign donations or grants contributions, if any
- m) To get the accounts audited by the Chartered Accountant appointed by the General Body, at the close of each accounting year.

B) Executive Committee (EC):

- i. **Composition:** The Executive Committee shall comprise of a maximum of 25 members of which 15 members will be elected every two years and the balance 10 members shall be co-opted by the Management Committee Voting power shall vests with the elected members of Executive Committee.
- ii. **Eligibility Criteria to be elected to the Executive Committee:**
 - a) She should be a member of the Confederation, for a period of one year, and shall have registered herself for a life membership.

- b) She should either be an entrepreneur having a business of her own or a professional either self-employed or working for a Corporate or a firm or any association.

iii. **Cessation:** A member of the EC shall cease to hold office as and when.

- a) She voluntarily resigns by giving a letter in writing addressed to the President and on acceptance of the same by the Management Committee.
- b) the MC at its discretion removes the member from the EC if she has consistently failed to attend the EC meetings or have not made any contribution to the activities of COWE or
- c) she ceases to be a member of COWE as per clause 5B of these Byelaws

iv. **EC cum MC meetings :**

- a. **Frequency:-**The EC Cum MC shall ordinarily meet once in a month for the transaction of the business of the confederation
- b. **Notice:** The Notice of EC cum MC Meetings shall be issued by the Secretary to every member of the EC and the MC not less than 7 days before the date of the meeting with particulars of the business to be transacted. Members shall inform in advance their inability to attend the meeting giving the reason, if so, and the committee shall grant her/them leave of absence.
- c. **Special Meetings:-** In case of any urgent matters to be approved by the EC cum MC, a special meeting may be held by giving 3 days' notice for convening such meeting.
- d. **Requisitioned Meetings:-** The President or in her absence the Vice President shall convene a special meeting of EC Cum MC, on receipt of a requisition signed by not less than five members of the MC or EC, specifying the purpose for which the special meeting has to be convened and such special meeting has to be convened within seven days from the date of receipt of such requisition by giving 3 days' notice to all the EC and MC members.
- e. **Chairperson:** The President of the Confederation shall be the chairperson of the EC cum MC meetings. In the absence of the President, the Vice President shall Chair the meeting. In case both President and Vice President is not present then, the members present may elect any one of the MC member present to Chair that meeting
- f. **Quorum:** The quorum for the EC cum MC is eight members or 1/4th of its total strength whichever less. No business shall be transacted at EC cum MC unless the quorum of members is present at the time when the meeting commences to transact the business of the meeting.

If within 30 minutes of the time specified for a EC cum MC meeting the required quorum is not formed, the meeting shall stand adjourned to such date, time and place as may be decided by the members present. The secretary shall give the notice of every such adjourned meeting to every EC and MC member 3 days prior to the date of the meeting. In the case of special meetings one day advance notice shall suffice. In the case of requisitioned meetings, if the quorum is not present than the meeting shall stand dissolved.

- g. **Business:-** The EC cum MC shall not transact any business other than the items detailed in the agenda circulated to all the members, except with the permission of the Chairperson.
- h. **Voting:-** All the resolutions at the EC cum MC meeting will be decided by the show of hands, In case of equality of votes, the Chairperson shall have a second or the casting vote and her decision shall be final.
- i. **Minutes of the meeting:** The secretary shall draft the minutes of the EC cum MC meeting and circulate to all the members of the EC and the MC within 7 days from the date of the meeting. The minutes shall be confirmed and recorded in the next EC cum MC meeting.
- j. **Sub Committees:-** All sub committees of the MC and the EC shall record the proceedings of their meetings in the minutes book duly signed by the Chairperson of the said sub-committee and shall be placed before the next EC cum MC meeting.

9. Functions of the Office Bearers of the Confederation:

I. President:

The President of the Confederation shall be Chairperson of the MC and EC Committee. The Chairperson of the Company shall have the power of overall superintendence control and guidance in respect of Management of the affairs of the Company within the frame-work of the Act, the Rules and the Bye-laws of the COWE. In case of any emergency, the Chairperson of the Company may be competent to exercise any of the powers of the Committee. However, while doing so she shall record the reasons thereof in writing. Any decision, so taken by the Chairperson of the Company shall, be got ratified in the next meeting of the Committee.

Further the Chairperson of the Company shall conduct and preside over every Annual General Meeting, Special General Meeting and also Managing Committee Meetings and the EC cum MC meetings.. She shall have full powers to direct the Secretary regarding the agenda to be followed in meetings and also to allow or disallow any matter from being taken up in the meeting. In addition to her voting right as a Member of the Managing Committee, Chairperson shall have a casting

vote in case of equality of votes. She can disqualify or debar any member from attending a meeting on account of any disciplinary action raised against the MC or the EC or any member of COWE.

II. Vice President:

The Vice-President shall assist the President in discharging her functions. In the absence of the President, she shall perform the duties of the President as entrusted by her. The Vice President shall also be responsible for the participation of COWE and its members in at-least two international trade fairs or events every financial year. The Vice President shall be responsible for the organization of the annual trade fair of COWE

III. Secretary:

The Secretary shall be the custodian to all records relating to the Confederation and correspond on behalf of the Confederation and supervise all the matters of the Confederation. The Secretary has to look after day to day work and general administration of the Company; such as correspondence, complaints from members, sanction of receipts and payments and she shall also be responsible for :

- a) Registration of new memberships
- b) Collecting subscriptions and all money due to the organisation;
- c) Resignation of the member including associate and nominee members.
- d) Inspection of the property of the Company.
- e) Liaisoning with the external company secretary to ensure compliance of all the provisions of Company Law.
- f) Issuance of Notices and Agenda and conducting of all EC cum MC meetings, MC Meetings, Annual General Meetings and Special General Meetings
- g) Attending the meetings and recording the minutes of all the meetings.
- h) To call the first meeting of the newly constituted committee.
- i) Liaisoning with all the authorities and other bodies, associations etc.
- j) Attending the meetings of other associations or ensuring the participation by any of the members of COWE
- k) Correspondence with the other bodies and associations and registration of COWE with the relevant authorities
- l) Maintenance of all statutory registers as per the requirements of law.
- m) Attending to all the legal matters of COWE

IV. Joint Secretaries:

The Joint Secretaries shall do all work as entrusted by the Managing Committee and shall assist the Secretary in discharging her duties. In the absence of the Secretary, they may perform the duties of the Secretary.

V. Treasurer:

The Treasurer is ultimately responsible even if these duties are delegated to a professional officer. It is up to the Treasurer to make sure that any delegated work is properly carried out.

- a) Regularly reporting to the MC on the financial position of COWE;
- b) Look after the finances of the organisation;
- c) Paying bills on time and recording the information;
- d) Keeping up-to-date records for all financial transactions;
- e) Ensuring that funds are spent properly;
- f) Issuing receipts for all money received and recording this information;
- g) Assist in the finalization of accounts
- h) Arranging for the statement of accounts to be audited;
- i) Presenting an end-of-year financial report to the Annual General Meeting;
- j) Financial planning including producing an annual budget and monitoring it throughout the year;
- k) Helping to prepare and submit any statutory documents that are required, for example tax returns, Pay as You Earn and Net Income returns, VAT returns and grant aid reports.

VI. Other Members:

Other Members of the Committee shall do work as may be entrusted by the Committee from time to time.

10. General Body and Meetings:

A. Constitution: The General Body shall comprise of all members whose name is mentioned in the register of members of the Confederation.

B. General Meetings: The two types of general meetings to be held by the Company are Annual General Meeting and Extra-Ordinary General Meeting.

Annual General Meetings:

- i. **Notice:** The Secretary to the members of the Confederation shall give not less than twenty one days' notice specifying the place, date and time of the Annual General Meeting and details of the business to be transacted at such meeting.
- ii. **Business of Annual General Meetings:** The purpose of the Annual General Meeting shall be to:
 - a) receive, consider and adopt the Annual Report and the Audited statement of Accounts of the Confederation for the preceding year ending 31st March.
 - b) appoint members of the Executive committee.
 - c) appoint an Auditor for the year.
 - d) transact any other business included by the Managing Committee in accordance with provisions of the Act.

iii. Any member of the confederation may give notice to the Secretary not less than fourteen days prior to the date of the Annual General Meeting of any business that she desires to be considered at such Annual General Meeting and the same shall be circulated by the Secretary to the members at least seven days before the date of Annual General Meeting.

Extra Ordinary General Meeting: All General Meetings other than the Annual General Meeting shall be called as an Extra-ordinary General Meeting.

- i. An Extra-Ordinary General Meeting of the Confederation may be convened by the Committee whenever it thinks necessary to do so.
- ii. The Secretary to the members shall call for an Extra-Ordinary General Meeting not less than twenty one days stating the proposed agenda and reason for the meeting.
- iii. The business of Extra-ordinary General Meeting shall be confined to the business for which it has been convened and such an Extra-Ordinary General Meeting shall not transact any other business.

Procedure at General Meetings:

i. Notice:

- a) The Managing Committee shall call for a General Meeting of the members specifying the place, date and time within twenty one days of the receipt of a written requisition signed by not less than 1/5th of the members entitled to vote for the consideration of the special business detailed in such requisition.
- b) In case the Managing Committee fails to call a General Meeting as desired by the requisitionists within twenty one days of the delivery of such requisition, the requisitionists may themselves call a meeting by giving not less than twenty one days clear previous notice to all the members of the Confederation at their registered addresses and the resolution passed by majority at such meeting shall be binding on the Confederation.

ii. Chairperson: The President of the Confederation shall be the chairperson of the meetings. In case of non-availability of the President to Chair the meeting, the members present may elect Vice President and the Secretary shall preside at every general meeting of the confederation. In the absence of the above three, the members present shall elect one of the members present as Chairperson of such meeting.

iii. Quorum: The quorum for the General Meeting is 1/8th of the number of members of the Confederation eligible to vote at meetings of the Confederation or five persons personally present whichever is higher.

iv. Proceedings of the General meeting:

- a) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting commences to transact the business.
 - b) If the quorum is not sufficient for holding the meeting, the meeting shall stand adjourned to another day at such other place and time as the Committee may determine.
- v. **Power to Adjourn General Meeting:** If within 30 minutes of the time specified for a General meeting, no quorum is formed, the Chairperson of the meeting may with the consent of a majority of the members present, adjourn voluntarily any meeting; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting.
- vi. **Minutes:** The Secretary of the Committee who was present at the General meeting shall record the minutes of the meeting in the Minutes Book maintained by the Confederation and to be communicated to all the members of the Confederation within seven days of the conclusion of the meeting. The recorded minutes should be signed by the chairperson of the meeting.
- vii. **Voting Rights:** Every resolution submitted in the meeting shall be decided by a show of hands, unless a poll is demanded. If a poll is demanded the result of the poll shall be deemed to be the resolution of the meeting.
- viii. **Powers of the General body:** The General body shall have all the powers which it deems necessary for fulfillment of the objects of the Confederation mentioned in the Memorandum and to do all such things which the bye-laws of the Confederation requires to do so, and the decision of the General body will always be superior over the decision of the Committee.

11. Auditors:

- a) An Auditor shall be appointed by the members of the Confederation at their Annual General Meeting for auditing the Accounts of the Confederation on such remuneration as the members may fix at that meeting.
- b) The Auditor appointed shall remain in office till the conclusion of next Annual General Meeting.
- c) The Managing Committee shall have power to fill any casual vacancy in the office of the Auditor.
- d) No person shall be eligible for appointment of Auditor unless she possesses the qualifications prescribed by the Act

- e) No member of the Managing Committee of the Confederation shall be eligible for election as an Auditor.
- f) A retiring auditor shall be eligible for re-election.
- g) No person other than a retiring Auditor, shall be eligible for election as an Auditor unless notice of an intention to nominate such person to the office of an Auditor has been received by the Secretary from members of the Confederation at least fourteen days before the Annual General Meeting of the members. A copy of such notice shall be sent by the Secretary to the members and to the retiring auditor at least seven days before the date of such Annual General Meeting.
- h) The Auditor shall have the right to access at all times the books, accounts and vouchers of the Confederation and shall be entitled to obtain from the officers of the Confederation such information as may be necessary for the performance of her duties.

12. Annual Accounts:

- a) The managing Committee shall cause true and complete accounts of the transactions of the Confederation to be kept and shall cause such accounts to be balanced as on 31st day of March every year.
- b) A Balance Sheet shall be prepared as on 31st day of March every year, as well as the Revenue and Expenditure Account for the twelve months ending with such 31st March.
- c) The accounts of the Confederation shall be audited by an Auditor or Auditors duly appointed for the purpose, who shall make a report thereon to the members.
- d) The annual Revenue and Expenditure Account and the Balance Sheet with the Auditor's Report appended thereto shall be signed by at least 5 members of the Managing Committee, the Secretary and the Auditor and shall be placed before the members for adoption at the Annual General Meeting.
- e) A copy of such annual Revenue and Expenditure Account and Balance Sheet shall be sent to every member of the Confederation at least twenty one days before the date of the Annual General Meeting at which such accounts are to be considered and adopted.

13. Records and Registers to be maintained:

The Secretary of the Committee is responsible to maintain all the Books/ Records/seal and other such things which ever are necessary for the Management of

the Confederation, the following should be maintained, updated and kept at the office of the Confederation.

- i. **Register of Members:** The Confederation shall keep one or more books as register of its Members and should enter therein the details of its Members comprising the name, address, occupation, date of membership etc., of each member before 31st March of every year for the purpose of election to the Executive Committee at the Annual General Meeting during the preceding year.
- ii. **Register of Committee Members:** A separate Register shall maintain by the Confederation containing the details of the Members of the Committee comprising the name, address, age, occupation, Designation in the Committee, etc.
- iii. **Register of Representatives:** Any firm or Partnership, Company or Corporation enrolled as a member of Confederation may at any time notify on or before 31st March to the Secretary the name and official designation to act on behalf of such member.
- iv. **Minutes Book:** There shall be a separate book maintained for the Meetings of the General Meetings and Committee meetings and the minutes shall be signed by the Chairperson of the Meeting.

14. Service of Notice:

All Notices required to be given to members shall be served in accordance with the provisions of the Act.

15. Seal:

- i. The Managing Committee shall provide for the safe custody of the Seal of the Confederation.
- ii. The Seal of the Confederation shall be affixed to any instrument except by the authority of the Managing Committee and except in the presence of at least two members of the Managing Committee and of the Secretary, and those members and the Secretary shall sign every instrument to which the Seal of the Confederation is so affixed in their presence.