

Committee with a Scheduled/Nationalised Bank and which shall be utilised only for acquiring assets such as and, buildings, furniture, fixtures and other office and stage equipment, etc.

## 12. GENERAL BODY MEETING

### (A) GENERAL BODY

All life members and ordinary members of the MAI shall constitute the General Body of the MAI

### (B) ORDINARY MEETING

There shall be a meeting of the General Body at the beginning of every quarter starting with April, July, October and January to transact the following:-

- i) Confirmation of the minutes of the previous General Body meeting.
- ii) Consideration and adoption of the Annual Report on the working of the MAI together with the audited accounts of the previous year.
- iii) Election of the Internal Auditor to audit the accounts of the MAI.
- iv) Approval of the budget estimates for the next year.
- v) Deliberations regarding the organisation of cultural events and other activities on the occasion of Onam Festival.
- vi) Consideration and adoption of the Interim Report on the working of the MAI together with the audited accounts of the current year.
- vii) Finalisation of the election schedule for electing the Executive Committee for the next year.
- viii) Election of the Executive Committee, due once in a year.
- xi) Appoint Trustees and/or Sub-Committees for specific purpose whenever necessary.
- x) Consideration of any other matter for which previous notice has been received and included in the agenda or any other matter with the permission of the Chairman of the meeting.

### (C) SPECIAL MEETING

A special meeting of the General Body may be convened either under the direction of the Executive Committee or on the written requisition of 1/3<sup>rd</sup> of the total number of members for consideration of any matter which is serious enough to be deliberated in the General Body and is within the scope of the MAI. Every special meeting convened on a signed requisition shall be held within 30 (thirty) days of the receipt of such requisition.

### (D) PROCEDURE FOR GENERAL BODY MEETING

- i) **Notice:** Notice of the meeting of the General Body shall be given together with the agenda by the General Secretary to all the members at least 7 (seven) days before the date of meeting.
- ii) **Quorum:** The quorum for a meeting of the General Body shall be 1/3<sup>rd</sup> of the total number of members. The President or in his absence Vice-President shall preside over the General Body Meeting. In the absence of both of them one of the members of the Executive Committee other than an office bearer shall be elected by the General Body to preside over the meeting.
- iii) All proposals at the meeting shall be decided by a majority of votes of the members present and voting except otherwise provided. In case of a tie the President shall have a casting vote.
- vi) Written notices of resolutions intended to be moved at a General Body meeting shall be addressed to the General Secretary and must reach him three days before the date of meeting, duly signed by proposer and seconder.
- v) A General Body meeting adjourned for want of quorum shall be held within fifteen days. No quorum shall be necessary for an adjourned meeting; and
- vi) In the case of an extraordinary General Body meeting at the written request of members the quorum shall be 1/3<sup>rd</sup> of the total number of members, and if there is no quorum within half an hour of the appointed time the meeting shall be abandoned and no adjournment shall be admissible.

### (E) ELECTION OF THE EXECUTIVE COMMITTEE

- i) The Executive Committee consisting of one President, one Vice-President, one General Secretary, one Joint Secretary, one Treasurer, one Joint Treasurer and 9 (nine) members of the Executive Committee shall be elected by the General Body meeting called for the purpose once in a year. The General Body shall also elect an Internal Auditor to audit the accounts of the MAI. All life and ordinary members of the MAI who have been members at least six months preceding the date of election are eligible to be elected to the Executive Committee.
- ii) The Executive Committee shall appoint a Returning Officer for the conduct of the election. Necessary funds, volunteers and other assistance shall be provided by the Executive Committee in this regard. The Returning Officer shall invite nominations from candidates indicating the details of procedure and process adopted in this regard. The General Secretary shall provide a complete list of members eligible to participate in the election, indicating names, addresses, membership fee receipt numbers and dates well before the issue of Election Notice.
- iii) The Returning Officer shall conduct the election in a free and fair manner by secret ballot on the principle of one vote for each member for every post vacant for the election of office bearers. In the case of election of Executive Committee members, a member shall have only one vote irrespective of the number of posts and in the event of a tie second preference votes shall be counted. The Returning Officer shall be the final arbiter in all matters regarding the election and his role ends with the declaration of election results.
- vi) Vacancies occurring in the Executive Committee in between two General Elections may be filled up by the Executive Committee at a meeting held after due notice of the proposal to the Committee members. Not more than three vacancies shall be filled in this manner at a time.
- v) Preponement of the General Election of the Executive Committee before the expiry of the normal period of one year shall be made only if such decision is taken by the existing Executive Committee in a meeting held after due notice of the proposal and if such a meeting is attended by more than 50% of the total members of the Committee and the proposal accepted by a majority of the members attended.

## 13. FUNDS

- i) The funds shall be generated in the following manner : a) Life & Ordinary memberships, b) Monthly & Annual subscriptions, c) Donations & Gifts.
- ii) The funds of the MAI shall be deposited in a Scheduled/Nationalised Bank approved by the Executive Committee.
- iii) Cheques for withdrawals or payment shall be signed by the Treasurer along with the President or the General Secretary.
- iv) The Treasurer shall not keep more than Rs. 1000/- (Rupees one thousand only) in cash.
- v) The Treasurer can authorise expenditure upto Rs. 1000/- (Rupees one thousand only) under the instructions from the President or the General Secretary.
- vi) Monthly accounts shall be submitted to the Executive Committee by the Treasurer.
- vii) The Treasurer shall submit to the Executive Committee every quarter a statement of accounts duly verified by the Internal Auditor. Such statements of accounts are to be submitted for quarters ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December every year.

## 14. AUDIT OF ACCOUNTS

- i) The accounts of the MAI shall be audited once at the end of every calendar year by a Chartered Accountant appointed by the Executive Committee.
- ii) The Internal Auditor elected by the General Body will audit the accounts of the MAI and submit quarterly reports to the Executive Committee.
- iii) Audited accounts of the MAI shall be circulated to all members of the MAI.