

(UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860)

**MEMORANDUM OF ASSOCIATION OF THE
ASSOCIATION OF SCHOOLS FOR THE INDIAN SCHOOL CERTIFICATE**

1. **NAME:** The name of the Society is “ASSOCIATION OF SCHOOLS FOR THE INDIAN SCHOOL CERTIFICATE” (hereinafter called the ‘ASSOCIATION’)
2. **ADDRESS:** The Registered Address of the Association at present shall be: LOYOLA SCHOOL, JAMSHEDPUR
3. **AREA OF OPERATION :** All over India
4. **ASSETS & LIABILITIES (DURING REGISTRATION PERIOD OF BIHAR) :** The Society takes over the assets and liabilities of the society named Association of School for the Indian School Certificate registered during the undivided state of Bihar having registration No. 5 of the year 1960-61.
5. **OBJECTS:** The objects or purposes for which the Association is established are the following:
 - a) **POLICIES:** To assist and guide the Members of the Association regarding the policies of educational authorities and in particular of the Council for the Indian School Certificate Examinations, New Delhi.
 - b) **COORDINATION:** To coordinate, wherever necessary, the activities of the Members of the Association, in order to foster a common policy, particularly with regard to the exams conducted by the Council for the Indian School Certificate Examinations, New Delhi.
 - c) **REPRESENTATION:**
 - i) To represent the Members of the Association on the Council for the Indian School Certificate Examinations and on any other educational bodies.
 - ii) To represent the interests of the Association with, to negotiate with, and to enter into arrangements with any Government or authority, whether Supreme, State, District, Local, Municipal, University, or other public or private body as may seem conducive to the promotion or accomplishment of the objects of the Association.
 - d) **ASSISTANCE:** To assist the members of the Association in the solution of educational problems and to foster the spread of educational information and techniques through its meetings and through any other medium which may be useful, especially by gathering and disseminating information
 - i) on trends in education in India and abroad,
 - ii) on decisions of educational authorities which may bear upon its members:
 - iii) To extend EDUCATIONAL facilities and guidance to general public at large, without any discrimination of caste, colour, creed or gender, based purely on secularism and promote national integration and further the cause of education in India.
 - iv) To do any cause or to be done for any all such acts, matters, and things as shall be incidental or conducive to the further the cause of education in general and to the promotion of the welfare of the institutions of the Members of the Association in particular by any legal and reasonable means at its disposal.
 - e) **PROPERTIES:** To acquire by way of purchase, mortgage, lease, gifts, or otherwise such properties, movable and immovable, as the Association may find necessary or convenient for its interests, and to dispose off the same if and when no longer necessary to the carrying out of its purposes.

- f) **INVESTMENT** : To invest, lay aside, deposit in banks, or otherwise deal with the money or funds of the Association not required immediately for the objects of the Association.
- g) **BORROWING** : To borrow and to raise funds with or without security in any manner the Association may think fit, and to repay the same.
- h) **SUCCESSION** : To have perpetual succession by its corporate name.
- i) **INCOME** : To use all the income from the property, movable and immovable, or from the works or funds of the Association as such, whence-so-ever derived, for the objects of the Association as set forth in this Memorandum of Association provided that no part thereof be distributed among its Members by way of profits, dividends or bonus.
6. **MANAGING COMMITTEE** : The names, offices (if any) occupation, photo and addresses of the Members of the Managing Committee and Executive Body to whom the Rules and Regulations of the Association and the Management of its affairs are entrusted.

Sl. No	Name	Address	Age	Occupation	Designation	Photographs with self-signature
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7. **MEMBERS OF THE ASSOCIATION** : We, the several persons whose signatures, offices (if any) occupations, and addresses are hereto subscribed, all being of full legal age, do, under and by virtue of the general laws of the Union of India, and in accordance with the Societies Registration Act XXI of 1860 hereby associate ourselves with the intention of forming a Society under the name of “**ASSOCIATION OF SCHOOLS FOR THE INDIAN SCHOOL CERTIFICATE**” in pursuance of this **Memorandum of Association** wherewith is filed a certified copy of the Rules and Regulations of the said Association of Schools for the Indian School Certificate to with:

Sl. No	Name	Address	Age	Occupation	Designation	Photographers with self signature
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RULES AND REGULATIONS OF THE ASSOCIATION OF SCHOOLS FOR THE INDIAN SCHOOL CERTIFICATE

In these presents, unless the context otherwise requires, words, terms, or expressions defined in the Societies’ Registration Act XXI of 1860 or in any statutory modification in force at the date on which these Rules and Regulations become binding on the Association shall have the meanings so defined; and words importing the singular shall include the plural and “vice versa”, and words importing the masculine gender shall include also the feminine gender, and words importing persons shall include bodies, corporate and words, terms, and expressions pertaining especially to the meanings of the Presents shall have the meanings attributed to them in the context, particularly, the following words or terms shall bear the meanings set opposite to them in the second column thereof:-

WORDS FOR TERMS

MEANINGS

These Presents	The articles of the Memorandum of Association and the Rules and Regulations of the Association of Schools for the Indian School Certificate.
Association	The Association of Schools for the Indian School Certificate.
Executive Committee	The President, the Vice-President, the Secretary- Treasurer, the Joint Secretary and the Regional Secretaries of the Association of Schools for the Indian School Certificate, being ex-officio Members of the Executive Committee.
Council for the Indian School Certificate Examination:	The Council for the Indian School Certificate Examination, a Registered Society registered in Delhi under the Societies' Registration Act XXI of 1860.

1. **NAME:** The name of the Association is: **ASSOCIATION OF SCHOOLS FOR THE INDIAN SCHOOL CERTIFICATE** (hereinafter called the '**Association**').

2. **OBJECTS:** The objects and aims for which the Association is established are stated in Paragraph number five of the Memorandum of Association.

3. **MEMBERSHIP:**

(a) **MEMBERS:**

- i. Only Schools and other Educational Institutions legally registered or incorporated as Societies, Trust or Companies and are affiliated to the Council for the Indian School Certificate Examinations are eligible to become the Members of the Association. A copy of the Registration Certificate and Affiliation Certificate of CISCE are to be submitted by a School / Educational Institution that seeks membership.
- ii. The Head of the Institution or his/her nominee shall be its official representative and shall have the power of ballot. A written authorization / a proxy letter is to be presented by the nominee at the General Body Meeting in case it is demanded by the AGM members.
- iii. It is mandatory on the part of the ASISC member schools to be members of the respective Regional Association.

(b) **LIFE MEMBERS** - Those who have contributed 10 or more years of service as Executive Committee Member of the Association and are no more with the ICSE / ISC Schools may be eligible to become Life Members of the Association.

(c) **REGIONAL ASSOCIATIONS** –

- i. The Regional Associations are to be registered under the Societies Registration Act OR AS TRUSTS / COMPANIES.
- ii. Only those Regions that are legally registered could be affiliated to ASISC.
- iii. The MOA of such registered regions should be in harmony with that of ASISC.
- iv. Each Region is to submit a copy of the Registration Certificate and pay an

- affiliation / membership fee.
- v. Each Region is to conduct the Annual General Body Meeting before 30th October every year.
 - vi. The audit report, list of members and the list of elected office bearers are to be submitted to the National Secretary within 7 days after the AGM.
 - vii. One state or Union Territory can have only one Regional Association.
 - viii. New Regional Association can only be formed if there are more than 50 members in that state/Union Territory or Group of States/UT or adjoining States/UT or partially.
 - ix. A Regional Association will cease to exist if the active member schools of that Regional Association falls below 35. The members of such region will be transferred to adjoining Regional Association/s as decided by Executive Committee.

(d) LAPSE OF MEMBERSHIP:

- i. The membership of a school can be terminated if the members have not paid the dues for the previous 3 years.
- ii. Any member or his nominee, or a regional Association or any of its office bearers acting in a manner detrimental to the interest of the Association [ASISC] is liable for disciplinary action if at least 2/3 of the Executive Members concur. Disciplinary proceedings will be initiated against him/her/it after serving him/her/it with a show cause notice and giving him/her/it a time of 15 days from the date of serving such notice. The disciplinary action may include suspension for a period of time or removal from any position held in the Association or cancellation of the membership. He/she/it can approach the next AGM for an appeal.
- iii. The membership of a Regional Association can be terminated if the Regional Association has not paid the Annual Subscription for three consecutive years.

4. MEMBERSHIP FEES:-

- a. **MEMBERS** - There shall be a membership fee payable at the time of admission to the Association of Schools for the Indian School Certificate [ASISC] and thereafter an annual subscription Fee. Both shall be determined from time to time by the Executive Committee of the Association and approved / ratified at the Annual General Meeting. The Membership fee shall be payable to the Secretary - Treasurer at the beginning of each financial year, i.e., 1st to 30th April of each year.
- b. **REGIONS** – There shall be a membership / affiliation fee payable by a Region at the time of admission to the Association and an annual subscription fee. Both shall be determined from time to time by the Executive Committee of the ASISC and approved / ratified by the Annual General Body Meeting. The Membership fee shall be payable to the Secretary – Treasurer at the beginning of each financial year, i.e., 1st to 30th April of each year.

5. TITLES – DEEDS – EXECUTION:

- a) All properties, movable and immovable of the Association shall vest in the President, Vice-president and Secretary - Treasurer for the time being of the Association as such, for the use of the Executive Committee in accordance with the Rules and Regulations of the Association; and
- b) All sale deeds, conveyances, contracts, agreements, leases, releases, mortgages and documents of whatsoever nature relating to or affecting the properties or interests of

the Association shall be taken and stand in the name of the Association, the aforementioned Association of Schools for the Indian School Certificate.

- c) All deeds, conveyances, bonds, leases, or documents of whatsoever nature, relating to or affecting the alienation of the immovable properties or rights or privileges of the Association shall be executed for and on behalf of the Association by the President, Vice-president and Secretary-Treasurer for the time-being of the Association or by their duly authorized agent or agents. (For signing other documents Cf. Reg. No. 12/K below)

6. **MANAGEMENT:-**

- a) The supreme control and management of the affairs and interests of the Association shall vest in the Executive Committee consisting of the President, the Vice-President, the Secretary - Treasurer, the Joint Secretary and the Regional Secretaries. The Powers of the Executive Committee shall be apportioned in detail herewith (Cf. Reg. No. 12 below).
- b) **TERM OF OFFICE:-** The term for Members of the Executive Committee shall be a period of two years. However, the office / post of the Secretary - Treasurer shall not exceed more than three consecutive terms of two years.
- c) **ELIGIBILITY:-**
 - i. Only the Heads of those member Schools / Institutions of the General Body who have been members of the Association for a minimum of 3 years shall be eligible to stand for election to the offices / posts of President, Vice-President, the Secretary -Treasurer and the Joint Secretary.
 - ii. In addition, in order to be eligible to stand for election to the above offices / posts, it shall be a prerequisite qualification that the head of the Institution representing the member school should have held the office / post of the Head of the Institution / School affiliated to the Council for the Indian School Certificate Examinations for a minimum period of 3 years and have attended the Association General Body meeting also for a minimum period of 3 years.
 - iii. A member shall not be entitled to vote / contest the election if the Member Institution has not paid its dues for the previous 3 years.

7. **REWARD:** The Members of the Executive Committee shall not receive any reward, salaries or remuneration whatsoever as members; however, the Members of the said Committee who are sent on special trips in the interest of the Association shall have their expenses paid as approved by the Executive Committee.

8. **PRESIDENT:** The president shall exercise all such powers and do all such acts and matters as may be required to direct the activities of the Association in accordance with the Rules and Regulations of the Association within the scope of the objects and aims of the Memorandum of the Association. The President shall be empowered and is hereby authorized to make sundry expenses. Such expenditures, however, shall be accounted for at the Executive Committee Meeting.

9. **VICE-PRESIDENT:** The Vice president shall assist the President in every way possible and shall exercise all such powers and do all such acts and matters as may be required to take the place of the President in meetings and management of the affairs of the Association during his / her absence or incapacity under the direction of the Executive Committee.

10. **SECRETARY – TREASURER:** The Secretary-Treasurer shall exercise all such powers and carry out all such acts and matters as may be required for the proper conduct of the ordinary business administration of funds and properties, movable and immovable of the Association under the supervision of the President. He/she shall keep all records and accounts, collect funds due to the Association and accept donations on its behalf and disburse the said amount to meet

the ends of the Association. He / She shall be empowered to and is hereby authorized to meet the sundry expenses connected with his office to fulfil the objects and aims at his/her own discretion. He/she shall submit an account of all the above expenditures at the next Executive Committee Meeting of the Association.

JOINT SECRETARY: The Joint Secretary shall assist the Secretary – Treasurer in every way possible and shall exercise all such powers and perform all such acts and matters as may be required to take the place of the Secretary – Treasurer in meetings and management of the affairs of the Association during his absence or incapacity under the direction of the Executive Committee.

11. **THE FINANCE COMMITTEE:**

i) The Finance Committee shall consist of the Secretary-Treasurer, the Joint Secretary and a Regional Secretary nominated by the Executive Committee and they shall be jointly responsible for all financial matters.

ii) The Finance Committee is responsible for making detailed study / inspection of accounts and concerned documents maintained and submit its report and recommendations twice in a financial year (October & February) to the Executive Committee.

iii) The audited statement of Accounts shall incorporate the inspection Report of the Finance Committee accepted by the Executive Committee. The audited statement of accounts approved by the Executive Committee shall be circulated to members of the Association 30 days before the Annual General Body Meeting.

iv) The Bank account shall be operated by Secretary-Treasurer and the Joint Secretary.

12. **POWERS OF EXECUTIVE COMMITTEE :** The Executive Committee of the Association as herein constituted shall have full power generally and is hereby authorized to do/sanction, all such acts, matters, things and deeds as may be necessary to be done, sanctioned, and authorized for furthering or the accomplishment of the objects and purposes of the Association excepting only those acts, deeds, matters and things not specified as the particular function of the Executive Committee and such acts, deeds matters and things as are required to be done by a General Body Meeting of the Association. Without in any manner, derogating from the generality of their power under these Rules and Regulations or otherwise the Executive Committee is hereby authorized to do the following:-

a) **ADMISSION:**

i) To admit new Member Schools / other Educational Institutions and individuals at meetings convened by the ASISC.

ii) To admit new Regions / reorganize the existing regions for affiliating to the ASISC.

b) **VACANCIES:** In the event of a vacancy occurring among the Members of the Executive Committee through the resignation or incapacity of a member or for any other reason, such vacancy shall be filled by the majority vote of the remaining members of the Executive Committee at a meeting or by a Meeting by circulation of the Resolution. In the case of an equality of votes, the President shall have a second or casting vote - unless the President's office had been the one vacated; in which case the Vice President shall exercise the right of casting a second vote. And the said vacancy shall be filled within a period of thirty days from the date of occurrence of such vacancy unless because of the shortness of the unexpired term of the said Member or

for any other reason, it appears more expedient to the Executive Committee that the president or the Vice President take over the duties for the remaining part of the said term. The Member or members thus elected shall hold office till the succeeding Annual General Meeting of the Association. Until such vacancy is filled, the remaining members of the Executive committee shall exercise all the powers, privileges and discretions of the Executive Committee and all acts and deeds of the reduced Executive Committee shall be as valid and effectual as if every such vacancy were filled, and the Executive Committee would be consisted of the Regular number.

- e) **PROPERTIES:** The Executive Committee shall have full powers to purchase or to mortgage, transfer, or alienate, in whatsoever manner all or any of the movable or immovable properties of the
- d) **COORDINATION:** To take steps to coordinate the policies of the members, particularly with regard to the Council for the Indian School Certificate Examination by keeping the Members informed on the trend of events, the difficulties and the manner of handling them in Member Schools and if thought admissible, on occasion to appoint a committee to look into and assist the Member schools in avoiding pitfalls that may occur in the adaptation of policies due to the changes occurring in the curriculum, activities and times.
- e) **REPRESENTATION:** To nominate representatives to represent the Association on the Governing Body of the Council for the Indian School Certificate Examination or other Educational Conferences or Meetings who will apprise the Members of any pertinent ruling or policies of the Council.
- f) **TECHNIQUES:** To appoint a committee to keep abreast of the advances in the educational field, both at home and abroad, especially in regard to modern techniques in handling educational problems, and to gather and disseminate such information among the members of the Association.
- g) **GOVERNMENT:** To keep in touch with Government policies and requirements in the educational field and to advise the Members of the Association accordingly.
- h) **TRAVEL AND ACCOMODATION:** To pay out of the funds of the Association the travelling and accommodation expenses of all members or others sent to attend various meetings or otherwise in the interest of the Association. They are eligible for TA / DA as decided by the Executive Committee from time to time.
- i) **THE EXPENSES FOR LIFE MEMBERS:** To meet the expenses of life members in connection with the Annual General Body Meeting.
- j) **FUNDS:** To decide the manner of investing or otherwise handling the funds of the Association not immediately required for the objects of the Association; and to appoint those who operate the Bank accounts of the Association.
- k) **BORROWING:** To borrow or raise funds from members or outsiders to meet any extraordinary expenditure for unusual occasions or events connected with the advancement of the educational interests of the members of the Association.
- l) **GENERAL MEETINGS:** To prepare for the Annual General Meetings or other General meetings of the Association to be held from time to time by sending out notices of the place, time and date of the said meetings and the agenda of the proposed meeting and to make whatever preparations are called for at the venues in the city of the said meetings.
- m) **AGENCIES AND PERSONNEL FOR ASSISTANCE:** To engage lawyers, experts, specialists, agents, accountants, auditors, typists, clerks and workmen and others for accomplishing or forwarding any of the objectives of the Association on such terms as the Executive Committee shall deem fit and to pay them salaries, wages, gratuities, pensions, provident funds, bonuses, allowances, or by grants of money or otherwise

as the Executive Committee shall deem fit;

- n) **SIGNING:** To determine the manner in which notes, receipts, acceptances, discharges, endorsements, cheques, releases, agreements, contracts and other documents (except such as relating to the alienation of immovable properties provided for in Regulation No. 5/c above) shall be signed and executed by and on behalf of the Association, and to make, execute, and give name.
- o) **RESUME:** To do all things and everything necessary, suitable and proper for the promotion or accomplishment of any of the purposes or objectives of the Association or for the furtherance of any powers set forth in these presents, either alone or in conjunction with other Societies, Corporations, firms or individuals and to do every act or acts, thing or things, incidental or pertinent to or growing out of or connected with the aforesaid business or powers or any part or parts thereof, provided the same be not inconsistent with nor contrary to the laws under which this Association is organized and subject to the provisions of these presents, the Executive Committee may exercise all powers, privileges and discretions of the Association which are not by any law nor by these presents required to be exercised by the Executive Committee, nor by the Members of the Association in General Body Meeting.

13. **MEETING OF EXECUTIVE COMMITTEE:** Any member of the Executive Committee who absents himself / herself from three consecutive meetings without valid reasons shall cease to be a member of the Executive Committee.

CESSATION OF MEMBERSHIP

The Members of the Executive Committee may meet together for the dispatch of the business of the Association, adjourn, and otherwise regulate their meetings as they may think fit, observing, however, the following:-

- (a) **CHAIRPERSON:** The Chairperson of the meetings shall be the President, if present, otherwise, the Vice-President or any member may be chosen as Chairperson.
- (b) **QUORUM:** The quorum necessary for the meetings of the Executive Committee shall be not less than three-fifth of the members, whether present personally or by proxy. Provided that a resolution in writing or any document of whatsoever nature signed and submitted by a member of the said Committee shall be treated as casting a vote by a proxy in accordance with the provisions of these Presents and Resolutions, whether signed in each other's presence or by circulation, shall be as valid and effectual as a resolution passed at a meeting of the said Committee or Body duly convened and constituted and such resolution shall not be deemed invalid by reason of want of notice, or vacancies for the time being in such Committee or Body for any other reason whatsoever.
- (c) **MAJORITY:** Question(s) arising at a meeting shall be decided by a majority of votes whether on a show of hands or at a poll, or by a resolution signed by a circulation; in case of an equality of votes, the Chairperson (or in the case of a resolution signed by a circulation, the President) shall have a Second or Casting Vote.
- (d) **VOTES:** At all meetings of the Executive Committee or of any committee thereof, every member of the said Committee or Body or other committees whether present personally or by proxy and whether on a show of hands or at a poll, shall have one vote only
- (e) **VOTING:** At any meeting of the Executive Committee or of a committee appointed by either body, a resolution put to the vote of the meeting shall be decided on a show of hands of the Members present in person or by a duly authorized proxy and entitled to vote, unless before the result of a show of hands a poll be demanded by the

Chairperson of the meeting or by any two Members of the said meeting. A declaration by the said Chairperson that a resolution has on a show of hands, been carried by a particular majority, or not carried by a particular majority, shall be conclusive proof of the number of proportion of the votes given in favour of or against such resolution.

(f) A meeting of the Members of the Managing Committee, for the time being, at which a quorum is present, shall be competent to exercise all authorities, powers and discretions by or under the Regulation no. 12 above or otherwise and by all authorities, powers, and discretions by or under the Regulations of the Association for the time being vesting in the Executive Body generally, excepting only such authorities, powers and discretions, reserved to be vested in the Managing Committee by Regulation No. 12 above and such acts, deeds, matters and things as require the vote of the Members of the Association in General Meeting (Cf.Reg.Nos. 14 & 15 below)

14. **POWERS OF GENERAL BODY MEETING:** General Body Meetings of the Members of the Association at which a quorum is present shall be vested with the ultimate or final authority, power and discretion of the Association. Without derogating in any manner from the generality of such powers, General Body Meetings shall be empowered and are authorized to do in particular the following:

- a. **MEETING:** To decide upon the time and place of the next Annual General Meeting of the Association.
- b. **BUDGET:-** To pass the Secretary's report, audited statement of accounts and the proposed budget for the next year.
- c. **ELECTION:**
 - i) To elect the President, the Vice-President and the Secretary-Treasurer and the Joint Secretary.
 - ii) To ratify the nomination of the Regional Secretaries and the Executive Committee Members of the Association.
 - iii) To ratify the election of members by the Executive Committee to represent the Association on the Council for the Indian School Certificate Examination.
- d. **SYLLABUSES:** To discuss and record the opinion and wishes of the Association regarding proposed syllabuses and changes in existing syllabuses for the Indian School Certificate, or other examinations.
- e. **POLICIES:** To frame the particular and general policies of the Association.
- f. **CHANGES:** To make changes in or additions to the Memorandum of Association and the Rules and Regulations of the Association.

15. **PROPERTIES:** To authorize and sanction the purchase or alienation in whatsoever manner of all movable and immovable properties of the Association.

16. **MEETINGS:** The General Body Meetings of the Association shall be convened for the handling of such matters as are required to be determined by a General Meeting of the Association and such meetings shall be called and otherwise regulated by the Executive Committee observing, however, the following:

CHAIRPERSON : The Chairperson of the General Meetings of the Association shall be the President, if present. In the absence of the President, the Vice-President shall be the chairperson. In case both the President and the vice President are not present, the Chairperson shall be elected from among the Members present.

QUORUM : The quorum necessary for the Annual General Body Meeting or Emergency General Body Meetings of the Association shall be one fourth of the Members in good standing present in person ; provided that the quorum required to make changes in, or additions to the Articles of the Memorandum of Association or to the Rules and Regulations of the Association. The amalgamation of the Association with another society or the dissolution of the Association shall have three-fifth of the

Members present in person ~~or by proxy~~, or who have signed a resolution by circulation in writing affirming their consent to the proposal.

ASSENT: The assent of at least three-fifth of the Members present constituting a quorum of the General Body Meeting shall be required to pass validly a motion proposed at any such Meeting of the Members of the Association.

VOTING: At any General Body Meeting of the Members of the Association or of a committee thereof, a motion put to the vote of the said meeting shall be decided upon by a show of hands of the Members present in person or by a casting vote. A declaration by the Chairperson that a motion has, on a show of hands / by a casting vote, been carried or not carried by a particular number of votes shall be conclusive proof of the number of votes given in favour of or against such motion.

AMENDMENT: The Executive Committee may propose any amendment to the Memorandum of the Association to the General Body Meeting of the Association either at its Annual General Body Meeting or by convening an extraordinary / special General Body Meeting for the consideration of the proposed amendments.

COMPETENCY: A General Body Meeting of the Members of the Association duly summoned shall be competent to alter, amend, abridge or repeal any article or articles of the Memorandum of Association or the rules and regulations of the Association and to frame new articles or regulations for the same in accordance with the provisions of the Societies Registration Act XXI of 1960; provided that no proposition shall be carried into effect unless a written or printed report of the Executive Committee proposing the proposition shall have been delivered in person or sent by post to every Member of the Association at least ten days prior to the convening of such General Body Meeting for the consideration thereof; nor unless such proposition shall have been assented to by the votes of at least two third of the members delivered in person and confirmed by the votes of at least two third of the Members present in person at a second General Body Meeting convened for that specific purpose at an interval of at least one month after the former General Body Meeting.

17. **RESOLUTIONS:** Resolution(s) uploaded on the ASISC Website shall require the assent of at least three-fifth of the members in writing and shall not be considered to have passed until thirty days shall have lapsed from the date of it being uploaded.
18. **MEETINGS - ANNUAL:** Once every year during the period of September to February (both the months inclusive) there shall be an Annual General Body meeting of the Members of Association to receive the Annual Report of the Receipts and expenses of the Executive Committee, to elect the members of the Executive Committee, and to take up such matters as the Executive Committee shall have proposed for the agenda of the said Meeting and the other such matters as are allowed by the Chairperson of the said meeting at least ten days before the date set for such meetings.
19. **REPORT - ANNUAL:** On or before the fourteenth(14th) day succeeding the day on which the Annual General Meeting of the Association is held, a copy of the current list of the members of the Executive Committee as constituted on the day of the said Annual General Body Meeting, giving the names, offices (if any), occupations and addresses of the Members of the Executive Committee entrusted with the management of the affairs of the Association, statement of accounts, reports etc. as required as per rule shall be sent by registered post to the Office of the Inspector General of Registration Jharkhand.
20. **MEETING - EXTRAORDINARY:** The Executive Committee may, upon receiving the assent of at least ten Members of the Association summon Extraordinary General Body Meetings, if and when it is found that urgent and important decisions are to be made that cannot wait till the following Annual General Body Meeting of the said members. The Executive Committee shall send out notices of such a meeting in the same manner as for an Annual General Body Meeting

of the Association.

21. **LAWSUITS:** The Association may sue or be sued in the name of the President or the Secretary-Treasurer or such persons as shall be appointed from time to time by the Executive Committee.
22. **SEAL:** There shall be a common seal of the Association which shall be affixed at the discretion of the Executive Committee to such deeds, contracts, agreements and official letters, documents or statement of whatsoever nature as may require the sanction of the Executive Committee. The composition of the said Seal may be altered from time to time by a resolution of the Executive Committee of the Association.
23. **DEFECTS:** All acts done by any Meetings of the Executive Committee or General Body Meeting of the Association or by any committee thereof, or by any person acting as a 'Bonafide' Member of such assemblages, notwithstanding, may be discovered afterwards that there was some defect in the appointment of any such persons or Members as aforesaid or they or any of them were disqualified be as valid as if every such person or Member had been duly appointed and qualified.
24. **DISSOLUTION:** If there should be a dissolution of the Association and if at that time any property or assets whatsoever not impressed with any Trusts agreed between the Association and the Donor or Donors the same shall not be paid to or distributed among the Members of the Association or to or among any of them but shall be given to some other society or institution working for the same or similar objects as those of the ASSOCIATION, to be determined by the votes of not less than three-fifth of the members present in person ~~or by proxy~~ and entitled to vote at a meeting convened for the purpose, or in default thereof, by the Principal Court of original Civil Jurisdiction of the District in which the office of the Association is situated.
25. **AUDITORS:** The General Body on recommendation of the Executive Committee shall appoint Chartered Accountants as auditors and fix their remuneration.
26. **COUNCIL MEMBERS:** Members representing the Association shall be elected by the Executive Committee from among the nominees proposed by the Regional Associations.
27. **ASSETS & LIABILITIES:** The society takes over the assests and liabilities of the Society named "Association of Schools for the Indian School Certificate" registered during the undivided state of Bihar having Registration No. 5 of the year 1960-61

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PROCEDURE FOR THE ELECTION OF THE OFFICE BEARERS OF THE ASSOCIATION

The following procedure shall be followed for the election of the office bearers of ASISC.

- 1. There shall be two returning officers to conduct the election, namely –**
 - a. The Chief Returning Officer
 - b. The Assistant Returning Officer

- 2. The Returning Officers shall be elected (by the members present) as follows.**
 - a. Proposing the names of the candidates by any member present and seconded by another.
 - b. A simple majority by raising the hands is sufficient for a candidate to get elected.

- 3. The following are eligible to be elected as election officers**
 - a. Principals of Member Schools of ASISC
 - b. Life Members
 - c. Immediate Past President
 - d. Special invitees
 - e. Officials specially appointed for this purpose

4. The process of electing the Election Officers

The process of electing the Returning Officer and the Assistant Returning Officer shall be conducted by the President of the Association. Having elected the election officers, the President and the Secretary—Treasurer shall hand over the election procedure to the election officers and step down from the chair and the Returning Officers take charge of the affairs.

5. Election of the Office Bearers of ASISC

- a. The Returning Officers shall take the attendance of the eligible members and record the number of eligible voters present on a display board visible to all present.
- b. For electing an office bearer, any eligible member can propose the name of another eligible member and another can second the proposal. The Chief Returning Officer shall get the names of every nominee, proposed and seconded as per rules and get them written on a display board in the alphabetical order of the names.
- c. The Chief Returning Officer shall call for the nominees and write the names of candidates and their posts for which they contest on a visible display board. The eligible voters shall write the names of one of the nominees.
- d. An eligible voter shall write the full name of the candidate he / she is voting for on the ballot paper provided to him / her by the Returning Officer. After making necessary entries in the voter's list the voter shall fold the ballot paper into four and deposit it in the ballot box.
- e. The ballot paper will be declared invalid in case of cutting, overwriting or incomplete names.
- f. The names shall be written on the ballot paper as that have been given on the display board.
- g. The Returning Officers shall conduct the election through secret ballot. After the election, four Election Observers shall be nominated by raising of hands to supervise the counting.
- h. The ballot papers are to be collected in a ballot box by the four Election Observers for counting the votes under the supervision of the Chief Returning Officer. The candidates or an agent of each candidate can be present at the counting station.
- i. The Chief Returning Officer shall ensure the correctness of counting the votes and record the votes secured by each of the candidates against their names on the display board.
- j. The candidate who obtains the highest number of votes shall be declared elected by the Chief Returning Officer.
- k. In case of a tie, the votes may be recounted (if a request is made).
- l. In case of a tie, the President has a casting vote or may propose a toss in the presence

of the candidate or their agents.

- m. The new office bearers shall take over the charge immediately after the result is declared.
- n. After the election of the office bearers, the outgoing office bearers shall hand over the charge officially in the presence of the General Assembly.
- o. The outgoing office bearers shall hand over the insignia of the ASISC to the new office bearers.