

DOCUMENT NO.I

**MEMORANDUM OF ASSOCIATION**

1.NAME OF ASSOCIATION/SOCIETY:      ANDHRA PRADESH TRAINING & PLACEMENT  
OFFICIERS CONSORTIUM

2. LOCATION OF THE OFFICE      :      77, LAKSHMI MADHUSUDANA  
GARDENS, PENAMALURU,  
KRISHNA DISTRICT,  
ANDHRA PRADESH 521 139

3. AREA OF OPERATION      :      The association can extend its activities in any area  
in India as decided by the association from time to  
time.

4. AIMS AND OBJECTIVES      :

- I.    To gain advantage for the institute working for, through collective and collaborative efforts of TPOs of the colleges existing in Andhra Pradesh in T&P Activity
- II.   To address problems faced by Colleges, through cooperation, in the areas relating to Training & Placements in attaining excellence
- III.   To create mechanism to eradicate unethical practices by various stake holders in placement / Training activities.
- IV.   To create new methodologies to improve processes involved in screening, assessment of students during placement activity
- V.    Developing competencies required among student community through cost-effective knowledge sharing.
- VI.   To regulate the cost of training imposed on students by the training service providers.
- VII.   To carry on activities for any charitable purpose and activities of general public utility.
- VIII.   To provide knowledge to the association and its members from time to time including exchange of information.

PRESIDENT

**THE LIST OF THE PRESENT GOVERNING BODY**

<b>S.NO.</b>	<b>NAME OF THE MEMBER and S/D/o</b>	<b>AGE</b>	<b>OCCUPATION</b>	<b>DESIGNATION</b>	<b>FULL POSTAL ADDRESS</b>
1.	Kota Sai Krishna S/oSurya Narayana Sastry	41	Service	PRESIDENT	House No.26-20- 23 Srikrishna Nilayam Swamy Street, Gandhi Nagar, Vijayawada- 520003
2.	Pulugurtha Venkata Rao S/o Kesava Narasimha Murthy	42	Service	VICE PRESIDENT	9-163/5, Plot No.216, Annamraju Nagar, Madhurawada, VisakhaPatnam, 530048
3.	Vedantam Vijayamaruti Babu S/o Anand Acharyulu	50	Service	SECRETARY	Plot No77, LM Gardens, Penamaluru, Krishna District, AP PIN- 521139
4.	Nagisetty Venkata Surendra Babu S/o Venkaiah	35	Service	JOINT SECRETARY	6/152, Sivaji NagarStone House pet Nellore 524002
5.	Bonthala Vamsee Mohan S/o Venkata Narasimhulu	39	Service	TREASURER	27/3-201, Balaji Nagar Nellore, AP 524002
6.	Panuganti Lakshmi Madhava Rao S/o P.Malyadri	44	Service	EXECUTIVE MEMBER	1-4- 186/11A,Masid lane, Near Nethaji school, Bhavani Puram,Vijayawada- 520012
7	Venkata Satya Kishore Kumar Abburi S/o Venkata Satya Sundara Rama Rao	35	Service	EXECUTIVE MEMBER	1-39-37Putta vari veedhi, Nazar pet, Tenali 522201

PRESIDENT

**CERTIFICATE**

It is certified that

- the association is formed with no profit motive and that no commercial, political activity is involved in its working.
- the Consortium would not engage in activities that involve agitation to ventilate grievances.
- the salaries of the office bearers are not paid from the funds of the Association.
- the signatures of the Executive Body Members are genuine.

**DECLARATION**

We, the undersigned persons in the Memorandum of Association have formed into an Association and responsible to run the affairs of the Association and are desirous of getting the Association registered under A.P. Societies Registration Act, 2001 (Act 35 of 2001).

S.NO.	NAME OF THE MEMBER	DESIGNATION	SIGNATURE OF MEMBER
1.	Kota Sai Krishna S/oSurya Narayana Sastry	PRESIDENT	
2.	Pulugurtha Venkata Rao S/o Kesava Narasimha Murthy	VICE PRESIDENT	
3.	Vedantam Vijayamaruti Babu S/o Anand Acharyulu	SECRETARY	
4.	Nagisetty Venkata Surendra Babu S/o Venkaiah	JOINT SECRETARY	
5.	Bonthala Vamsee Mohan S/o Venkata Narasimhulu	TREASURER	
6.	Panuganti Lakshmi Madhava Rao S/o P.Malyadri	EXECUTIVE MEMBER	
7.	Venkata Satya Kishore Kumar Abburu S/o Venkata Satya Sundara Rama Rao	EXECUTIVE MEMBER	

PRESIDENT

**WITNESSES :**

S.NO.	NAME OF THE WITNESSES, S/O. D/O. W/O.	OCCUPATION	FULL POSTAL ADDRESS	SIGNATURES
1.				
2.				

PRESIDENT

**RULES AND REGULATIONS**

- 1. NAME OF ASSOCIATION/SOCIETY:** ANDHRA PRADESH TRAINING & PLACEMENT OFFICERS' CONSORTIUM
- 2. LOCATION OF THE OFFICE :** 77, LAKSHMI MADHUSUDANA GARDENS, PENAMALURU, KRISHNA DISTRICT, ANDHRA PRADESH 521 139
- 3. AREA OF OPERATION :** The association can extend its activities in any area in India as decided by the association from time to time.

**4. MEMBERSHIP**

- Any Training & Placement Officer of an academic Institution within the geographical limits of state of Andhra Pradesh in India or a person working in the capacity of Director or Head or as Professor in-Charge of a functional unit in any academic institution that involves his/her in the subject is welcome to be a member in the Association as long as said member remains in "good standing" and functional.
- A member is in "good standing" when: – the member pays his/her annual membership dues when required.
- A member is no longer in "good standing" when: – the member fails to pay his/her annual membership dues when required. Also, in the judgment of the majority of the members, the member no longer supports the best interests of the Consortium.
- If a member so elects, he or she may be deemed to be one member of the Consortium and entitled to newsletter of the Consortium.
- In addition, each member of the Consortium shall be entitled to one vote on each matter to be decided by a vote of the members.
- Complementary memberships are extended to both TPOs of any bona-fide institution of learning, government run or otherwise, to include additional complementary memberships may be granted to persons in key positions of authority as deemed appropriate by the Executive Board, and voted upon by the general membership.

**5. PATRONS**

Gentlemen of status and rank from reputed institutions may be invited by the Managing Committee to become Patrons and Vice Patrons and by paying donations as approved by the Executive Committee.

**6. FORFEITURE OF MEMBERSHIP**

- Those who resign in writing and whose resignations are accepted by the Executive Committee.
- Those who fail to attend three consecutive General Body Meetings.
- Those who are expelled by the Executive Committee. The person whose membership is forfeited, can resign as members subject to the approval of the Managing Committee on payment of such fee due or as determined and within the time laid down by Executive Committee.

PRESIDENT

## **7. FEES**

- The Consortium's activities shall be funded through the use of annual membership fees charged to the individuals who take part in the Consortium's activities. Except for any excess fees refunded as provided hereafter, all the funds collected by the Consortium shall be used by it to provide for the various activities permitted by these Articles.
- The annual membership fees required for membership in the Consortium shall be established by a majority vote of the members of the Consortium, upon the recommendation of the Executive Board. Presently it is recommended to be set at Rs.1000/-.
- The annual membership fees for any fiscal year shall be established at such an amount per member as will, when multiplied by the number of individuals which the Executive Board estimates will be members for the fiscal year for which the annual membership fees are being established, be sufficient to pay at least 80% of the "normal operating costs" which the Executive Board estimates will be required to operate the Association for the fiscal year for which the annual membership fees are being established. The balance of the "normal operating costs", if any, shall be paid from surplus funds available from prior fiscal years.
- The annual membership fee may be varied from fiscal year to fiscal year, but any such fee in effect for any fiscal year shall be the same for all individuals.
- Fee shall be charged by the Consortium to pay the costs of any of its activities, or parts thereof, which do not fall within the meaning of "normal operating costs". Said fee shall be established by the Executive Board at an amount per individual per activity, or part thereof, which shall not exceed the amount which is reasonably estimated to be necessary to pay the costs of said activity, or part thereof, which do not fall within the meaning of "normal operating costs".
- Should the fee established and collected for any activity or part thereof, not be sufficient to pay all the costs which do not fall within the meaning of "normal operating costs" which are generated by said activity, or part thereof, the deficiency shall be paid as a "normal operating costs" of the Consortium. Should the fee collected from any activity, or part thereof, exceed the costs of such activity, or part thereof, which do not fall within the meaning of "normal operating costs", and should such excess exceeds the greater of 20% of said non "normal operating costs" incurred to provide said activity, or part thereof, said excess shall be refunded pro-rata to the individuals who paid the fees for such activity, or part thereof or if decided by the Executive Committee, be carried forward to next fiscal year.
- The fees established for any activity, or part thereof, shall be the same for all individuals who take part in such activity, or part thereof, regardless of whether they are members of the Consortium or members by Compliment.

## **8. FISCAL YEAR**

The Consortium shall operate with the Academic calendar year as its fiscal year.

## **9. MANAGEMENT OF FUNDS AND AUTHORITY**

- To carry out the objects of the association, funds will be raised by donations, gift and other offerings as may be determined by the Executive Committee.
- The association shall be authorized to make an application for exceptional deductions to Income Tax Department under section 11, 12.A and Section 80G of Income Tax Act, 1961.

PRESIDENT

- The funds of the association shall be spent for the attainment of the objects of the association and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means.
- Funds of the association should be deposited in a nationalized bank/schedule bank in the name of the association and bank account operated by President or Secretary and Treasurer jointly.
- No individual member has the authority to obligate the Consortium in any way. In doing so that member becomes personally responsible for that obligation and not the Consortium.
- Elected Executive Board Members may obligate the Association for up to Rs. 4000/- on non-recurring expenses.
- The President with the approval of the treasurer may obligate the association for up to Rs.5,000/- on non-recurring expenses.
- The President and Treasurer should monitor all increases in recurring expenses.
- The Executive Board in simple majority may obligate the Association for up to Rs.10,000/- on non-recurring expenses.
- The Membership in simple majority must approve non-recurring expenditures in excess of Rs.10,000/-.
- New recurring expenses must be approved by simple majority of the membership.
- Increases in existing recurring expenses do not require approval of the membership.

These Articles describe the rules by which the Consortium is to be governed. Any situation concerning the governing of this Association which is not specifically described in these Articles shall be governed by decisions of the executive body.

## **10, ACCOUNTS & AUDIT**

All the financial transactions shall be accounted and maintained in proper records of vouchers, cash books, ledgers etc., the accounts of the association shall be audited by the qualified Chartered Accountant and the financial years of the association shall be April 1<sup>st</sup> to March 31<sup>st</sup>.

The Bank account shall open in any bank or financial institutions as per the convenience of the society. The said account shall jointly operate by the Secretary along with the Treasurer. The President may sign the cheques in the absence of Secretary, but the signature of the Treasurer is compulsory.

## **10. FUNCTIONS OF THE SOCIETY**

- To do all or any of the acts or things as mentioned in the main objects either as principals, contractors or otherwise and either alone or in conjunction with others.
- To pay all costs, charges and expenses incurred or sustained in or about the formation, registration, promotion, incorporation, establishment and advertisement of the Consortium or which the Consortium shall consider to be preliminary including contracts entered into by the Forum.
- To enter into contracts or arrangements or other dealings for more efficient conduct of the business of the Consortium or any part thereof and also to enter into any arrangement with any Government or private authorities or any persons or Colleges or companies that may seem conducive to the main objects of the Forum.

PRESIDENT

- d. To lease, sub-lease, hire, purchase, license or otherwise acquire and/or sell, dispose off, construct, alter, modify, develop or otherwise deal in any properties, Schools, Colleges, factories, sheds, offices, guest houses, accommodation, godowns, warehouses, or other structures for housing and carrying on the businesses of the forum on collaboration for its Patrons, employees, clients or other persons or for any other persons or for any other purposes as the Executive Committee may think expedient for the benefit of the Forum.
- e. To enter into, undertake and execute contracts or other arrangements with any parties for any transactions, including the provision and supply or use of materials, Books, machinery, equipment, articles or other products and/or services necessary for or otherwise required for or incidental to carrying out the objectives of the Forum.
- f. To recruit, train and develop staff, organize seminars, training programs, awareness sessions and Conferences for Students of member colleges, Faculty, employees, customers and the general public.
- g. To recruit, train and develop a pool of technical, managerial and administrative personnel including staff, employees, agents, for the Consortium or any subsidiary, affiliate or group Forums or any other Forum, firm or other person, particularly where such Forums, firms or persons are engaged in any business relating to Training or Placement of students/Faculty related to the member colleges of the Forum.
- h. To employ, engage, appoint, retain or otherwise procure, suspend or terminate the services of professionals, consultants, engineers, design consultants, technicians, legal and financial advisors, or other experts and to imbibe innovation and modern management techniques in the functioning and businesses of the Consortium including and not limited to creation and operation of website, websites or links or portals or any such virtual tools that may be involved in the business of the Forum.
- i. To create a mechanism to discuss and address the issues that arise out of such acts or contracts that may be taken up in time and space by the Consortium as part of or as the objective of the business of the Consortium while dealing with third-party vendors that involve in assessment and or placements including government or otherwise through collaborative efforts.
- j. To create a mechanism to address issues that arise with companies that employ the students of the colleges of the Member TPOs including government or otherwise through collaborative efforts.
- k. To retrench, lay-off, suspend, terminate the appointment or dismiss executives, managers, assistants, support staff and other employees and to remunerate them at such rates as may be thought fit.
- l. To adopt such means of making known the articles, goods, products, appliances manufactured or dealt in or processes and services provided by, or at the disposal of the Consortium, as well as properties, assets of the Consortium as may seem expedient, in particular by advertising in the press and through billboards, hoardings, motion pictures, by broadcasting, telecasting or by publication of books, periodicals and any other material convenient to the Forum, by participating in trade fairs, exhibitions and by granting prizes, rewards and donations.
- m. To acquire, and possess the whole or part of the business assets, Colleges, property, goodwill, rights and liabilities of any persons, society, association or company carrying on any business in the interest of the Consortium including but not limiting to Real-estate or the functionaries in the academic sector or otherwise.
- n. To appoint dealers, sub-dealers, agents, sub-agents, distributors, sole selling agents, sole concessionaries, either in Andhra Pradesh or in any place in India, for the efficient conduct of the business of the Forum, and remunerate them for their services.

PRESIDENT

- o. To take and/or provide discounts or to approve other terms of payment or credit in relation to any sums owing to or due from the Consortium and to impose or agree to pay any interest thereon or to write off any such sums or parts thereof.
- p. To pay for any property or rights acquired, either in cash, or by providing services and generally in such terms as may be determined and agreed upon.
- q. To Fund for or to carry on research and development activities on all aspects related to the aims and objects of the Consortium including but not limiting to creation of material for self-training of students.
- r. To undertake all types of technical, economic, and financial investigations and aid or assist or enter into partnership with any institution, university, company, partnership, firm or person or persons conducting such research or study and to subsidize, endow and assist workshops, libraries, meetings, lectures, and conferences and do such other acts to generally encourage, promote and reward studies, researches, investigations, experiments, tests and inventions of any kind that may be considered to assist any of the businesses of the Forum.
- s. To identify projects, project ideas, to prepare profiles, project reports, and undertake market research, feasibility studies, pre-investment studies and investigation of industries on a micro and/or macro level and to render appropriate services, to identify scope and potential for economic and industrial development in any particular geographical area or location whether in Andhra Pradesh or in any part of India.
- t. To apply for, purchase, or otherwise acquire, protect or prolong any patent, design, concessions, trademarks, copyrights and the like, conferring an exclusive or non-exclusive or limited right of use, or any secret or other information and/or systems, processes of the Consortium or which the Consortium may develop or acquire or propose to develop or acquire
- u. To acquire from any person, firm or body corporate, whether in India or elsewhere, technical information, know-how, processes, engineering, manufacturing and operating data, plans, lay-outs and blue-prints useful for the design, manufacture, erection and operation of plant and machinery, required for any of the businesses of the Consortium and to pay remuneration thereof by way of lump-sum or instalments or fees or royalties.
- v. To develop and/or furnish to any person, firm or body corporate whether in India or elsewhere, technical information, know-how, processes, engineering, manufacturing and operating data, plans, lay-outs and blue-prints useful for the design, manufacture, erection and operation of plant and machinery, required for any of the businesses of the Company and to obtain remuneration thereof in any currency by way of lump-sum or installments or fees or royalties or through any other arrangement.
- w. To apply for, purchase or otherwise acquire brand names/service marks /Logos/ Insignia for the products manufactured and the services rendered by the Forum, from any company, firm or other person anywhere in the world, particularly international brand names/ service marks of the Forum.
- x. To expend money for improving or seeking to improve any patents, rights, inventions, discoveries, or information and/or systems, processes of the Consortium or which the Consortium may develop or may acquire or propose to develop or acquire.
- y. To use, exercise, develop, sell, assign, grant licenses or otherwise turn to account the property, rights and information so acquired.
- z. To establish and maintain or procure the establishment and maintenance of any non-contributory or contributory pension, superannuation, provident, welfare and education funds and trusts for the benefit of any person who is or was at any time in the association or service of the Consortium or any subsidiary or affiliate of the Forum, or who is or was at any time a member of the Consortium and the spouse, family and dependants of any such person.

PRESIDENT



- aa. To provide for the welfare of Associates, members or ex-associates or members of the Consortium and their spouses or the dependants of such persons by grant of money, pensions, allowances, bonus or other payments or by contributing to other associations, institutions, funds or trusts and by providing or subscribing or contributing towards places of instruction and recreation, hospitals and dispensaries, medical and other assistance as the Consortium may think fit.
- bb. To purchase, hire or use all kinds of vehicles including cars for the purpose of transportation of equipment, materials, employees and managerial personnel or for any other purpose.
- cc. To purchase, take on lease, exchange, mortgage, charge, hypothecate, encumber, hire or otherwise acquire or dispose of any moveable or immovable property including lands, buildings, and flats of any description in India for the members or spouses of the members of the Forum.
- dd. To promote, invest or assist any companies for the purpose of acquiring all or any of the property, rights and liabilities of such companies, which may seem beneficial to the company.
- ee. To enter into joint venture, partnership, or any other arrangement for joint working in business, sharing profits or for co-operation or for mutual assistance or form, promote, subsidize and assist companies and partnerships of all kinds with any person, firm or company or to acquire or carry on any other business (whether into academics or otherwise) auxiliary to the business of the Consortium or connected therewith or which may seem to the Consortium capable of being conveniently carried on in connection with the above, or calculated directly or indirectly to enhance the value of or render more profitable any of the Forum's property or to amalgamate with any person, firm or company carrying on or about to carry on any business or transaction included in the objects of the Consortium or any other similar business

## **11. GENERAL BODY MEETING**

The General Body meeting shall be conducted compulsorily every year in the month of May. But in special circumstances it may be conducted at any time, if necessary. The quorum for the General Body meeting shall be 1/3<sup>rd</sup> of the members present at the meeting. The General Body can modify the rules of the Association subject to the statutory provisions made in the Andhra Pradesh Societies Registration Act, 35 of 2001.

## **12. GENERAL BODY AND ITS FUNCTIONS**

- a. To elect the members of Executive Committee/Governing Body.
- b. To pass the budget for the ensuing year and approve the income and expenditure statement of the previous year.
- c. To receive and approve the annual report of Association.
- d. To appoint an Auditor.
- e. To transact any other matter for the benefit of the Association.
- f. The quorum of the Executive Body meeting shall be 2/3<sup>rd</sup> of the member.

## **13. MANAGING COMMITTEE AND ITS FUNCTIONS**

- a. The Executive Committee shall consists of 7 members i.e., President, Vice President, Secretary, Joint Secretary, Treasurer and 2 Executive Committee Members. All these will be elected by the General Body for every two years.
- b. The Executive Committee should meet at least once in three months or on the day notified by the Secretary and compulsorily in the month of December to review the transactions of the association.

PRESIDENT

- c. If a vacancy arises in the Executive Body it can be filled in by co-option by the Executive Committee.
- d. This body has the right to expel any member who violates the rules and regulations of the society and its ideals, without assigning any reason therefore.
- e. An annual budget will be presented by the Executive Committee to the General Body at the Annual General Body Meeting.
- f. The Executive Committee shall have power to frame bye laws not inconsistent with the rules for the regulation of affairs of all sections of the Association subject to the approval of the General Body at its next meeting, in accordance to the provisions of the A.P. Societies Registration Act 35 of 2001.
- g. The Quorum of the Executive Body meeting shall be 2/3<sup>rd</sup> of the members present.
- h. To conduct and encourage programs in attainment of the Aims and Objects of the association.
- i. To publish, print, produce, copy, edit, distribute, sell or purchase books, periodicals, magazines, journals, compendiums, digests or any such matter which deserves to be disseminated for the benefit of public in general and members in particular in every media including print, broadcast and electronic, or any other format found suitable.

#### **14. THE GOVERNING BODY FUNCTIONS**

- 1. To oversee the affairs of the projects/project, programs implemented by the association.
- 2. To accept donations, gifts, etc., from any source and seeks to any rightful means to arise funds for the association.
- 3. To start, takeover, maintain, develop and administer and control any development projects, program and institutions.
- 4. To acquire or purchase assets and immovable properties for the association.
- 5. To mortgage or sell properties of the association for the benefit of the society.;
- 6. To undertake any type of project or program for the welfare of the association employee.
- 7. To consider amendments to Rules & Regulations with the approval of the General Body Members.

#### **15. ELECTION AND NOMINATIONS**

- 1. The first Executive Committee shall comprise of the signatories in the Memorandum of the association.
- 2. The Nominations for the Election to the Executive Committee may be sent at least six weeks before the date of the General Body meeting at which the election to be carried out.
- 3. The President of the association shall formulate the method and procedure of Election at every meeting at which the Election is exercise.
- 4. The Chairman of the General Body shall be Election Officer.
- 5. Every member whose name appears in the register of members of the association shall have One Vote at the General Body Meeting of the association at which Election to the Executive Committee is exercised. The Chairman of such General Body shall have a casting vote in case of a tie.
- 6. Office bearers shall be elected by simple majority at the General Body Meeting.

PRESIDENT

## 16. THE EXECUTIVE BOARD

### OFFICERS' DUTIES

The Executive Board is composed of the officers elected by the general membership at the general body meeting that shall be held in second fortnight of August, every year. The officers are responsible for the day to day operation of the Consortium as described in the officers' duties. The order listed below indicates the order of succession. The following describes the duties of each of the officers:

**PRESIDENT** – The President is the primary source responsible for the business operation of the Consortium and presides at regular membership meetings, annual or otherwise, and Executive Board meetings when ever held. He /She shall take charge of the executive body and the powers vested in the Secretary and the Joint Secretary can be superseded by the President in the face of crisis where succession from Secretary to Joint Secretary could not find a logical solution to the problem being addressed and as and when such intervention becomes imminent and is rationale, subject to the approval of the Executive Committee.

**VICE PRESIDENT** – There shall be one Vice President. He / She will have one vote on the Executive Board. The Vice President is responsible for the performance of the President's duties in the absence of the President and as and when assigned by the President to act on his behalf. The Vice President, along with the Executive Board, is responsible for the program planning for the activity of the Consortium and of the general body meetings.

**SECRETARY**– The Secretary is the executive responsible for planning and execution of every activity for which the Consortium has been founded in addition to maintaining the non-financial records of the Consortium's operations. His /Her duties include coordination between and among Executive body and the general membership for smooth functioning of the consortium. He shall also envisage activities to be taken up by the consortium along with the advisory Committee on various issues pertaining to the functioning, future or present, of the Consortium. The Secretary is also responsible for all non-financial correspondence for the business activities of the Consortium. The Secretary provides for meeting notes of all general body and Executive Board meetings. These notes/minutes will be recorded in Secretary's book and will be available (posted in the newsletter/ group mail) for the general membership to review. He shall execute every activity on the name of the President of the Consortium. He is empowered to acquire and to dispose off of properties for the Consortium with express permission of the Executive Board.

**JOINT SECRETARY**– There shall be one Joint Secretary. He / She will have one vote on the Executive Board. The Joint Secretary is responsible for the performance of the Secretary's duties in the absence of the Secretary and as and when assigned by the Secretary to act on his/her behalf. The Joint Secretary, along with the Executive Board, is responsible for the program planning for the activity of the Consortium and of the general body meetings. He shall involve in every business activity of the Consortium as is deemed fit by the Executive body.

**TREASURER:** The Treasurer is to conduct the business of collecting fee and dues and signing up new members. The Treasurer is responsible for all the funds of the association. The Treasurer shall maintain a detailed listing of the Consortium's membership and records of fees and dues. The Treasurer shall publish a tri-monthly financial statement, report to the membership and publish a summary report in the consortium's newsletter/ e-mail. The Treasurer shall maintain a record which he / she shall make available for inspection within five calendar days of his or her receipt of a written request for such an inspection from any member or a written or verbal request for such an inspection from the Executive Board. The President / Vice-President / Secretary or Joint Secretary may perform the duties of the Treasurer as required in the absence of Treasurer or in the cases where ever necessary. The Treasurer shall maintain the membership records for the Association.

PRESIDENT

**MEMBERS OF THE EXECUTIVE BODY:** There shall be two elected members and each shall have a vote in executive board. Both the members are part of the quorum of the executive body and shall work hand in glove with the rank and file in planning and execution of the activities of the Consortium. They shall, if necessary, replace any of the officer of the executive body as and when the situation demands.

## **17. AMENDMENTS**

No amendments or alteration shall be made in the purpose of the association unless it is voted by 3/5<sup>th</sup> of the members present convened for the purpose and confirmed by 3/5<sup>th</sup> of the members present in General Body Meetings. Such amendments are to be carried out only with the prior permission of the concerned Commissioner of Income Tax after the association is registered under section 12A of Income Tax Act, 1961 and in accordance with Section 8 of A.P. Societies Registration Act, 35 of 2001.

## **18. WINDING UP**

If the General Body feels that it is necessary to wind up the Consortium after thoroughly examining all aspects, it can adopt a resolution to dissolve the Consortium. The assets etc., of the association shall be transferred to another association having similar aims and objects. The assets of the association shall, under no circumstances, be shared or appropriated to or by among 3/5<sup>th</sup> of the members. In the event of winding up of the association, if any property or balance of asset remains after set off of all its liabilities, such left over asset/assets shall be transferred to any other association having similar aims and objects and which is also registered under section 12A and under section 80G of Income Tax Act, 1961 and in accordance with section 24 of A.P. Societies Registration Act, 35 of 2001.

## **19. DISPUTES**

In the event of any disputes arising the committee or the members of the association in respect of any matter relating to the affairs of the association, any member of the association may proceed with the dispute under the provisions as mentioned in the A.P. Societies Registration Act, Section 23.

## **20. LIQUIDATION**

All the legal affairs of the association movable and immovable properties shall be settled in accordance section 26 of the A.P. Societies Registration Act, 35 of 2001 in the competent Civil Courts.

It shall be after obtaining the approval of 3/5<sup>th</sup> of the majority of the general body and in accordance with the statutory provision made under Act 35 of the Societies Registration Act, 2001.

Certified that this is the true and correct copy of the Memorandum of the Rules and Regulations of ANDHRA PRADESH TRAINING & PLACEMENT OFFICERS CONSORTIUM, VIJAYAWADA.

PRESIDENT