



ASSAM CHAMBER OF COMMERCE

MEMORANDUM OF CHAMBER
(Registration under Societies Registration Act XXI of 1960)

1. The Name of the Society – Assam Chamber of Commerce

2. The office of the society is – Room No. 431, Baruah Market, T.R.O. Road Situated in the Provisions Fancy Bazar, Guwahati-781001. state-Assam

3. The Object for which the society is established is:-

(a) To develop and maintain friendly relation amongst all the members and all other persons in the trade.

(b) To promote and protect and varied trade interests of the members and to find out the ways and means for the same and to utilize them.

(c) To arbitrate disputes amongst the members and /or those who submit their disputes to arbitration.

(d) To promote, support or redress by lawful means, legislation and other means, issues relating to the trade interests of members.

(e) To communicate or to be operate with the Central / State Gove5rnment, Chamber of Commerce and other mercantile/ Public Bodies or Individual with a view to convert

and promote measure for the protection of trade interests of the members.

(f) To help the public in event of natural calamity and to do other philar tropic activity from time to time.

(g) To borrow or raise money for any of the objects of the Chamber in such manner and terms as the Chamber may deem fit and proper.

(h) The Income and property of the Chamber when so ever derived shall be applied solely towards the promotion of the objects of the Chamber, and no part thereof shall be diverted directly or indirectly for profit of the members except proper or reasonable remuneration to any service actually rendered to the committee / Chamber of Commerce or for the premises let out to the Chamber.

(i) To acquire by purchase, hire purchase or lease, land, building or any other property, movable or immovable as the Chamber may from time to time deem fit.

(j) To accept any gift, hequests, donation, endowment or property, whether subject to special condition or not for the benefit of the Chamber.

(k) To invest money of the Chamber in such manner as may be through necessary by the Chamber from time to time.

(l) To do all other things as are incidental to or conducive to the attainment of the above subject.

4. The names, address and designation of the present members of the Executive Committee (or Governing bodies) are:-

S. No. Name in Full Address and Occupation Designation

1. Shri Rupam Goswami M/S RNS Agency Convenor
Chilarai Nagar, Bhangagarh, Guwahati-32, Businessman

2. Shri Vijay Kr. Gupta GUPTA NIWAS Jt. Convenor
House no- 68, Cycle Factory Road
Ambari Fatasil, Guwahati-25
Businessman

3. Shri Onkarmal Agarwal Fire Brigade Lane Jt. Convenor
Chatribari, Guwahati-8
Businessman

4 Shri Vinod Surana M/s Ratul Trading Co. Jt. Convenor
T.R.P. Road, Fancy Bazar
Guwahati-781001

5. Shri R. Balamurugan M/S Nova Marketing Treasurer
8 Bye Lane, Rajgarh Road
Guwahati-3, Businessman

6. Shri Pradip Kumar Das M/S Mahalaya Agency Exe. Member
Lachit Nagar
Guwahati-7, Businessman

7. Shri Poonam Kr. Taneja M/S- Taneja & Company Exe. Member
H.B. Road, Machkhowa
Guwahati -9, Businessman

8. Shri Anup Dutta M/S Consumer Commercial Exe. Member
G.N.B. Road, Ulubari
Guwahati-781007
Businessman

9. Shri Ashok Khandelwal M/S Kailash Traders Exe. Member
Barooah Market, TRP Road
Guwahati-781001
Businessman

10. Shri Manoj Sethia M/S Sunrise Traders Exe. Member
Jail Road, Guwahati-1
Businessman

11. Shri Sampat Gupta M/S Ram Bhandar Exe. Member
TRP Road, Fancy Bazar
Guwahati-781001
Businessman

12. Shri Komal Jain M/S S.K. Traders Exe. Member
TRP Road, Fancy Bazar
Guwahati-781001
Businessman

We the undersigned are desirous of forming of society in pursuance of this Memorandum of Chamber

Signature in Full Address, Occupation and Designation Full Name with Seal and signature of the Witness

Shri Rupam Goswami
M/S RNS Agency
Chilarai Nagar,
Bhangagarh, Guwahati-32, Business- Convenor

Shri Vijay Kumar Gupta
GUPTA NIWAS
House no- 68,
Cycle Factory Road
Ambari Fatasil, Guwahati-25
Business- Joint Convenor

Shri Onkarmal Agarwal
Fire Brigade Lane
Chatribari, Guwahati-8
Business- Joint Convenor

Shri Vinod Surana
M/s Ratul Trading Co.
T.R.P. Road, Fancy Bazar
G Business- Joint Convenor

Shri R. Balamurugan
M/S Nova Marketing
8 Bye Lane, Rajgarh Road

Guwahati-3, Businessman
Business-Treasurer

Shri Pradip Kumar Das
M/S Mahalaya Agency
Lachit Nagar, Guwahati-7,
Business – Executive Member Exe. Member Exe. Member

Shri Poonam Kr. Taneja
M/S- Taneja & Company
H.B. Road, Machkhaw
Guwahati- 781009
Business- Exc. Member

Shri Anup Dutta
M/S Consumer Commercial
G.N.B. Road, Ulubari
Guwahati-781007
Business- Exe. Member

Shri Ashok Khandelwal
M/S Kailash Traders
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Business-Exe. Member

Shri Manoj Sethia
M/S Sunrise Traders
Jail Road, Guwahati-1
Business- Exe. Member

Shri Sampat Gupta
M/S Ram Bhandar
TRP Road, Fancy Bazar
Guwahati-781001
Business- Exe. Member

Shri Komal Jain
M/S S.K. Traders
TRP Road, Fancy Bazar
Guwahati- 1,
Business- Exe. Member

RULES AND REGULATIONS

1. The Name of the Society – Assam Chamber of Commerce

2. Address of the Main office – Room No. 432, Baruah Market, T.R.P. Road of this Chamber Fancy Bazar, Guwahati-781001

3. Area of Operation – India

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a. To develop and maintain friendly relation amongst all the members and all other persons in the trade.

b. To promote and protect and varied trade interests of the members and to find out the ways and means for the same and to utilize them.

c. To arbitrate disputes amongst the members and / or those who submit their disputes to arbitration.

d. To promote, support or redress by lawful means , legislation and other means , issues relating to the trade interests of members.

e. To communicate or to be operate with the Central/ State Government, Chamber of Commerce and other mercantile/ Public Bodies or Individual with a view to convert and promote measure for the protection of trade interests of members.

f. To help the public in event of natural calamity and to do other philanthropic activity from time to time.

g. To borrow or raise money for any of the objects of the Chamber in such manner and terms as the Chamber may deem fit and proper.

h. The Income and property of the Chamber when so ever derived shall be applied solely towards the promotion of the objects of the Chamber, and no part thereof shall be diverted directly or indirectly for profit of the members except proper or reasonable remuneration to any service actually rendered to the committee/ Chamber of Commerce or for the premises let out to the Chamber.

i. To acquire by purchase, hire purchase or lease, land, building or any other property, movable or immovable as the Chamber may from time to time deem fit.

j. To accept any gift, bequests, donation, endowment or property, whether subject to special condition or not for the benefit or the Chamber.

k. To invest money of the Chamber in such manner as may be through necessary by the Chamber from time to time.

l. To do all other things as are incidental to or conducive to the attainment of the above subject.

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Guwahati-781007
Businessman

9. Shri Ashok Khandelwal M/S Kailash Traders Exe. Member
Barooah Market, TRP Road
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Businessman

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TRP Road, Fancy Bazar
Guwahati-781001
Businessman

5. MEMBERSHIP

(a) Qualification to become members-

All person who belong to any community and who have attained 21 years of age and have subscribed to the aims and objects of the Chamber subject to the approval of the Executive Committee will be entitled to be its ordinary members and Executive members on payment of their subscription as herein after provided. No person may be an individual member of the society / Chamber of he is less than 18 years of age provided that the byelaws of the Chamber may prescribe a higher minimum age. The decision of the Executive Committee in this regard shall be final and binding.

There shall be Five classes of members, namely:-

(i) Life Members (ii) Individual Members (iii) District Unit
(iv) Trade Bodies (v) Social & Other Organization.

i) LIFE MEMBERS:- The Executive Committee may according to much terms and conditions as it shall decide from time to time admit as "LIFE MEMBERS" of the Chamber for life those persons who are likely to help in furthering the objects and cause of the Chamber either through their professional knowledge and experience and / or through financial assistance.

ii) INDIVIDUAL MEMBERS:- Any person or persons, distinguished for public services or otherwise interested in the aims and objects of the Chamber, may on the recommendation of the Executive Committee be elected of the individual members.

iii) DISTRICT UNIT:- There is also provision for membership of District Level Unit and or another body or Chamber of any District as affiliated Member of any Chamber/ Chamber in our Memorandum.

iv) TRADE BODIES:- Any Trade bodies representing various trades are eligible for membership.

v) SOCIAL AND OTHER ORGANISATION:- Any Social and other Organization are eligible for membership.

SUBSCRIPTION, DONATION etc.:

(i) Life-member shall pay minimum Rs 25000/- (Rupees Twenty five thousand only) as life member fees.

(ii) Unless otherwise decided by the Chamber in the General Meeting, an ordinary member shall pay a Subscription of Rs. 100/0 (Rupees One hundred only) as "Admission Fees" and shall also be liable to pay "YEARLY FEES" of Rs. 500/- (Rupees Five hundred

only) per year. In addition to this other subscription/donation etc. determined from time to time by the Executive Committee shall also be payable by an ordinary member.

(iii) Any District Level Unit/ Trade bodies/ social and other organization shall pay a subscription of Rs. 1000/- (Rupees One thousand only) as an "ENROLLMENT FEES" for Membership of Chamber as an affiliated member and every District Unit shall also be liable to pay an "ANNUAL FEES" of Rs. 3000/- (Rupees Three thousand only). In addition to this other Subscription / donation etc. determined from time to time by the Executive Committee shall also be payable by the members of District Level Units.

(C) COLLECTION OF FUNDS:-

The monthly fees shall become due on the 7th day of the current month and shall be paid to the Treasurer or to any authorized collector or the Chamber against receipt of acknowledgement issued by such collector within 15 days of such month. The Chamber from time to time may decided special Finance assistance from patrons shall be transferred to a capital account and kept in reserve for the purpose of capital expenditures as.

(d) Control of Fund:

(i) The Chamber shall open a saving Bank Account with any scheduled nationalized Bank, which shall be operated by the Treasurer jointly with either president or Secretary General of the Chamber.

(ii) All Collections of the Chamber shall be deposited into the Saving Bank account of the Chamber.

(iii) All expenses of the Chamber shall be incurred only by cheque except those of petty nature below Rs. 500/-, which shall committee to be constituted by Executive Committee.

(iv) All expenses below Rs. 1000/- shall be decided and authorized by the Finance Committee and the Executive Committee shall authorized all those above Rs. 1000/-

(v) The Executive Committee shall be empowered to appoint a qualified auditor who shall audit the accounts of the Chamber and shall submit a report on the Incomes and Expenditures account and balance sheet of the Chamber, presented by the Executive Members to be filed with the Registrar of Chamber.

6. PROCEEDURE OF THE GENERAL MEETING:-

(A) There shall be an Annual General Meeting of the Chamber and that such meeting shall be convened by the Executive Members of the Chamber regularly once a year within three months following the and of the Chamber's accounting year, at such date, time

and place as the reason if it be not practicable to convene the Annual General Meeting for a further period not exceeding three months and it will not continue to act during this period but not more 15 months shall elapse between the two Annual General Meeting.

(B) The Executive body, when so ever it deems necessary call an extra ordinary General Meeting.

(i) The Secretary General Shall issue the notice of the Annual General Meeting at least 21 days before the date of the proposed meeting.

(ii) The notice of the Annual General Meeting shall be delivered personally or sent by post to the members of the Chamber at least 21 days prior to the date of the meeting and at least 10 days in the case of an adjourned meeting. The meeting must indicate the place, date and house hereof, as well as the items of agenda.

(iii) The notice of the Extra-Ordinary General Meeting may be issued at least 24 hours prior to the proposed meeting by the Secretary General.

(iv) If despite notice of regulation to hold a General Meeting, the Secretary General of the Chamber fails to hold the same , at least one-third members of the Executive Committee/ ordinary members may jointly issue a notice for covering a General Meeting at least 14 days prior to the date of proposed meeting.

(v) The General body of the members shall be the supreme authority of the Chamber in respect of all its activities and more particularly to decided on:

(a) Amendment and/or additions to the memorandum of the Chamber and these rules.

(b) Election of not more than seven members of the Executive body every year after the expiry of the period of the First Executive body and appointment of auditors and fix their remuneration.

(c) Approval with or without amendments of the annual report, the Annual Balance Sheet and the Income and Expenditures account.

(d) Collaboration or amalgamation of the Chamber with any other Society/ Chamber of fund pursuing similar objects.

(e) Dissolution of the Chamber and disposal of fund upon dissolution.

(f) To transact any other business as may be placed before the meeting by the Executive Committee or any such business of which notice have been sent to the General Secretary of the Chamber at least 24 hours before the meeting.

(g) The General Meeting whether Annual or Extraordinary shall not discuss or decide on any matter which are not included in the agenda, save and except with the permission of the President of Chamber.

(h) The General Meeting shall be presided over by the president and in his absence the members present shall elect from amongst themselves a President of the Executive body for the meeting. The decision of the General Meeting shall be recorded in minutes, entered into a special book maintained for the purpose, duly signed by the President of the meeting.

7. QUORUM OF GENERAL MEETING:

The quorum for the General Meeting shall be three-fifth of the membership strength. In the event such quorum is not present within half an hour of the time appointed for the meeting the General Meeting shall stand adjourned for further fifteen days with proper notice to all concerned with notification of new place and time with date.

8. ELECTION PROCEDURE OF THE EXECUTIVE COMMITTEE/ GOVERNING BODY/MANAGING COMMITTEE.

(a) The Election/ Selection shall be conducted by life members body and president of all District Units for the following posts for the time being-

(i) President -1 (ii) Secretary General-1 (iii) Treasurer -1

(b) That the Chairman of the life members shall be debarred from participating in the elections.

(c) President, Secretary General and Treasurer jointly further elect/ select the following posts:-

(i) Vice President – 5 (ii) Publicity Secretary -1

(iii) Secretary – 5 (iv) Public Relation Officer -1

(v) Organizing Secretary -1 (vi) Executive Member -5

(d) That only ordinary members of good standing and whose dues are not outstanding shall be eligible to present themselves as candidates and that only members of good standing are eligible to either nominate or support such candidates in election.

(e) That in all matter to be decided by a simple majority in General Meeting, casting vote of the President shall prevail in case of equality of votes.

9. SHORT DESCRIPTION OF THE EXECUTIVE BODY :-

(A) The Chamber is formed at Assam level under nomenclature “ASSAM CHAMBER OF COMMERCE’ & Ad-doo Executive bodies of the Chamber formed with the persons/ members elected in the Annual General Meeting from amongst the ordinary members of

good standing of the Chamber as per list of members appearing in the Register of members on the day of election similar to items 4 of the Memorandum copy (Annexure –II)
The Executive Committee shall for the time being consist of 31 members.

(B) ADMISSION OF MEMBER

A candidate for election as an ordinary member shall submit a written application for election as an ordinary Member and shall be duly signed and duly introduced and shall be accompanied with prescribed fees. An application shall be in such form as may be prescribed by the Executive Committee for the time being. The Executive Committee shall also formally ratify his election, which also reserve the right to reject such application without assigning any reasons.

(C) WITHDRAWAL OF MEMBERSHIP :

Any member may withdraw from the Chamber by giving not less than three calendar months notice in writing to the Executive Committee of his intention to do so; but he shall be at liberty to withdraw his said notice before the expiry of the notice.

(D) CESSATION OF MEMBERSHIP:

A member shall cease to be the member of the Chamber in case he is adjudged by a competent court to be insolvent or to be of unsound mind or is convicted of an offence involving moral turpitude.

(E) EXPULSION OF MEMBER:

If, in the opinion of a majority of three fourth of the Executive Committee present and voting the continuation of any ordinary Member, Individual Member, associations with the Chamber, such member shall be expelled by resolution to the effect after he has been given an opportunity of being heard and final approval has to be taken from life members body.

(F) REGISTER OF MEMBERS:

A register of members shall be kept, in which shall be entered the names , address and Trade interest of the members along with the name of the representative of the concern. The Register of members shall be closed annually for 15 days just before the Annual General Meeting and that no new member shall be taken in that period.

(G) DEALING WITH A NON- MEMBER:

In case of a non- member, the Executive Committee resolution may be adopted that no member of the Chamber shall deal or carry on trade with the said concern until the bar is removed.

(H) RESOLUTION OF THE CHAMBER :

The Executive Body may pass a resolution by circulation. Such resolution passed whether by majority or unanimously by circulation amongst the members of the Executive Members shall be equally valid and shall be constructed as if passed at a meeting duly called and convened for the purpose and such resolution shall be entered by the

Secretary General and Treasurer in the minutes books of the meeting of the Executive Members.

(I) SEAL OF THE CHAMBER:

There shall be a common seal of the Chamber which shall be deposited with the Secretary General and shall be affixed on documents in pursuance of the advice of the Executive Committee of the President .

(J) CUSTODIAN / CARETAKER OF PROPERTY :

The Secretary General of the Chamber shall be the custodian/caretaker of all properties of the Chamber including the seal of the Chamber for the time being.

(K) RIGHT AND PRIVILEGES OF ORDINARY MEMBERS AND LIFE-MEMBERS

Subject to due provisions in the bye-laws of the Chamber framed there under each ordinary member and life-member shall have the following rights and privileges for the time being:

(a) Each ordinary member and life-member shall be one vote at every general meeting.

(b) All ordinary members and life-member of the Chamber shall be entitled to participate in the Annual General Meeting and religious functions and gatherings of the Chamber and after the expiry of one month of his/ her membership they have right to stand in the elections.

(c) All the ordinary Members and life member shall have right to place any matter for discussion in the Executive Committee and/or the General Meeting.

(d) All the ordinary Members and life-member shall have right to join any deputation on behalf of the Chamber.

(e) All the ordinary Members and life-member must have a copy of the Annual Report and Account of the Chamber.

(f) All the ordinary Members and life-member shall have right to apply for assistance of the Chamber for the redressal of all his reasonable grievances, provided that such assistance would not affect the interest of another member except when this interest precludes that of another member.

(g) All the ordinary Members and life-member shall have right to inspect the books of account, book-containing minutes of proceedings of General Meeting and register of members of the Chamber on any working day during business hours by giving reasonable notice to the Executive Committee.

(h) All the ordinary Members and life-member of the chamber shall be bound by the Rules and Regulation and/ or byelaws, which may be framed from time to time.

(L) DUTIES AND POWER OF THE EXECUTIVE COMMITTEE:

The management of the business and funds of the Chamber/Chamber shall be vested in the Executive Committee, which shall exercise their power in furtherance of the objects of the Memorandum of the Chamber and under the guidance of the General Meeting. The powers and duties of the Executive Committee of the chamber shall be as follows:-

- (a) To carry on the day-to-day administration of office establishment and to implement the rules framed or as directed by the Chamber.
- (b) To affiliate or to enter in to agreement / arrangement with any other Chamber upon such terms and subject to such conditions as the Executive Committee may deem best for the protection of varied trade interest of the members, provided that the objects of such Chamber are not inconsistent with the objects of the Chamber.
- (c) To present views of the Chamber on matter relating to varied trade interest of the members.
- (d) To nominate delegates to represent the Chamber from time to time.
- (e) To appoint Clerks / Servants for the Chamber as and when necessary and to determine their duties and salary and to dismiss their services or determine other privilege as may be considered necessary.
- (f) To rent, construct or otherwise, office of the Chamber or shift to any other premises if required.
- (g) To enroll anybody as patron or Honorary member whose services it will deem beneficial to the Chamber.
- (h) To make, alter, repeal or otherwise, rules of byelaws of the Chamber from time to time.
- (i) To utilize the funds at the disposal of the Chamber for furtherance of the objects of the Chamber.
- (j) To utilize the funds at the disposal of the Chamber for furtherance of the objects of the Chamber
- (k) To invite guest and visitors to attend any meeting of the Chamber and address the same.
- (l) To dispose off any complaint/arbitration matter brought by the members and/or those who submit their disputes before the committee.
- (m) To organize special drives to renew various licence of the members.

(n) To executive Committee is empowered to take social/legal measure or action to impose the observance of the decisions of the Chamber in case the same is not observed/ complied by anyone.

(o) The General Meeting may from to time guide the working of the Executive Committee.

(M) DECISION OF THE COMMITTEE:

(a) The General Meeting shall set no decision of the Executive Committee aside unless three-fourths of the members present vote against it.

(b) The decision of the Chamber including the Executive Committee shall be binding and that the members not attending the said meeting or members-in-minority supporting the opposite view cannot claim relief against that decision on grounds or unapproved of the decision so adopted.

(N) POWER OF LIFE-MEMBER BODY

(a) Life-members will elect/select 3(three) main Portfolios namely
(i) President (ii) Secretary General (iii) Treasurer

(b) In case of not properly functioning by the executive body than Life-member body has right to de-fang the body and subsequently a new body may be formed.

(c) In case of any disputes or controversy arises among the executive body and they are unable to solve than life-member bodies decision will be final.

(O) POWER AND FUNCTION OF THE EXECUTIVE BODY/OFFICERS:

© President :- The President shall be the Executive head of the Chamber and shall preside and control the business of every meeting and shall have the power to call any extra ordinary General Meeting or meeting of Executive Committee.

(d) Vice President:- The event of the absence of the President, the Vice President shall have all the powers of the President.

(e) Secretary General:- The Secretary General is the main working officer of the Chamber. He shall:

(j) Maintain true and fair records of all the proceeding of all meeting, maintain other vital records and statistics of the Chamber.

(ii) Cause the Annual Accounts and Reports to tabled before the General Meeting and otherwise whenever called for by the Executive Committee.

(iii) Be the Custodian of all property of the Chamber including the seal of the Chamber.

(iv) Give effect to all decision of the Chamber.

(v) Be assisted by the Secretaries.

(f) Treasurer : The Treasurer shall be responsible for maintaining true and correct accounts of the Chamber and he shall be the custodian of the funds available with the Chamber and shall operate the Bank accounts of the Chamber jointly with either President or the Secretary.

(g) Organizing Secretary : The organizing secretary is responsible in organizing different district unit and to bring other trade and social organization under Assam Chamber of Commerce. Also responsible for involving more members to the organization.

(h) Publicity Secretary:- The Publicity secretary is responsible for all publicity related matters.

(i) Public Relation Officer:- The public relation officer is responsible for all kinds of correspondence with all official and other organizations.

(j) Executive Member:- The Executive Members shall act as eyes, ears and voice pf the members and shall assist the Executive Committee in making and Executive their resolution.

(P) VACANCY:

If any Executive Member decided to remain from his post and vacant the office, he has to give at least 30 days notice mentioning his intention to do so either to the President or the Secretary General, who shall after consideration forward the same to be placed before the life-members body which shall:-

(a) Either accept the resignation or request the member for a rethinking.

(b) The life-member body has the power to nominate another member of good standing to the post so vacated from the list of ordinary members.

(Q) DISSOLUTION OF THE CHAMBER

If upon a collective desire to wing up the Chamber there remains after satisfaction of all debt and liability, any property whatsoever, shall be distributed equally amongst the ordinary members who are on the membership list at the time of such winding up, or in accordance with the societies Registration act by a resolution passed in general meeting, passed by a majority not less than third fourth of such members present and voting.

(R) AMMENDMNT:

The life members of the Chamber is empowered to alter or otherwise amend the Articles and or Memorandum of Chamber, or any portion thereof by a resolution passed in a

meeting passed by a majority of not less than three-fourth of such members present and voting provided that a notice has been issued specifying the intention to propose the resolution of amendment has been duly sent and provided if the rights of a Honorary member are proposed to be curtailed they have been provided reasonable opportunity of being heard in that meeting.

(10) THE TERMS OF THE EXECUTIVE BODY:

The terms of the Executive Committee shall consummate with three financial years and that the Executive Committee shall automatically stand dissolved after the expiry of three Calendar Months from the end of the financial years.

(11) PROCEDURE OF RE-ELECTION OF THE MEMBERS OF THE EXECUTIVE BODY

Members of the Executive Body shall be eligible for re-election.

Any of elected members who is an undercharged insolvent or who has convicted of any offence in connection with the formation, management or of the affairs of the Chamber or of any offence involving moral turpitude shall not be entitled to be an Executive Members or office bearer of the Executive Body. As such , in a case of any vacancy in the Executive Body, caused by the removal of disqualification under these rules, Re-election of the Executive Member for the said posts of the life-member Body shall be eligible and this Re-election shall be conducted by life-member body for the said post the time being. The only Executive members of good standing and whose dues are not outstanding shall be eligible to either nominate or support such candidates in Re-election.

(12) PROCEDURE OF THE MEETING OF THE EXECUTIVE BODY:

The Executive Body shall meet at least twice in a year other meetings may be held such time in between as they either upon the advice of the President / Secretary General or request of at least three members of the Executive Body may deem fit and proper.

(13) QUORUM OF THE MEETING OF THE EXECUTIVE BODY:

(A) The quorum for the meeting of the Executive Body shall be one third Members present in person.

(B) If within half an hour of the time appointed for a meeting a quorum is not constituted, the meeting shall stand adjourned for one hour at the same time and place, and if at the meeting the quorum be not constituted within half an hour of the time appointed for the meeting, the members present shall constitute the quorum.

(C) If the meeting is adjourned for the want of quorum the same meeting may be called again at a time deemed appropriate by the assent of the members present and a notice shall be required for such recalled meeting before 21 days.

(14) EXCLUSION OF UNDESIRABLE MEMBER:

Any member who goes against the Rules and Regulation of the Organization may be

expelled from the organization with due hearing by the members in the Executive meeting and final approval has to be taken from life members committee.

(15) AUDITOR:

The Executive Body who shall audit the accounts of the Society at least once in a year will appoint a qualified auditor and annual audit report will be submitted to the Registrar of Society regularly.

(16) LEGAL PROCEEDURE:

According to the provision had down in the section 6 of the Societies Registration Act XXI of 1860 the Society may sue or may be sued in the name of the President or Secretary of the Society.

(17) DISSOLUTION:

If necessary the Society may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the Section 13 and 14 of the Societies Registration Act XXI of 1860.

Certified to be the true copy of the Rules & Regulation of Assam Chamber of Commerce.