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- xiv) To invest money belonging to the Society as per provisions in the Act and Rules.
- xxv) To fix the maximum amount that can be retained on hand
- xxvi) To take necessary steps to improve the quality of the collection of minor Forest Produce of members.
- xxvii) To prepare the budget and annual report and submit the same to the annual General Body Meeting for its approval.
- xxviii) Open an account with any Bank approved for the purpose by the Registrar.
- xxix) To do all other things necessary to achieve the object of the Society and to carry on administration of the Society.

126. Chairman and Vice-Chairman :

The Chairman or the Vice-Chairman in absence of the Chairman, shall exercise such powers and perform such duties as are conferred or imposed on them by the Act, the Rules and these Bye-laws and in case of urgency may exercise all the powers and perform all the duties required to be exercised and performed under the Act, the Rules and these Bye-laws by the Managing Committee.

The decisions taken by the Chairman or Vice-Chairman under these powers shall be put before the Managing Committee in the next meeting, immediately following its confirmation. Provided that the Chairman or the Vice-Chairman shall not act in opposition or in contravention of decision taken by the Managing Committee.

27. A. Secretary :-

- i) To convene the General Body meeting of the Society and the meeting of the Managing Committee.
- ii) To meet the expenses of the Society according to the decision of the Managing Committee and receive money on behalf of the Society.
- iii) To maintain all necessary accounts and registers as provided under the Acts and rules and sign such accounts and registers in token of their correctness.
- iv) To prepare a 'demand list', containing the loan amount, interest, share and other sums to be recovered from the members each year.
- v) To prepare the papers and documents required for carrying on the transactions of the Society.
- vi) To attend to correspondence on behalf of the Society and furnish particulars required by the members.
- vii) To give special attention to the submission of the audit report for consideration before the meeting of the Managing Committee.
- viii) To direct, supervise and control the paid employees.
- ix) To sign cheques and documents conjointly with the Chairman on behalf of the Society and operate Bank and other accounts jointly with the Chairman.
- x) To sign receipts on behalf of the Society.
- xi) To incur expenditure upto the limit fixed by the Committee and subject to the sanction of the Committee.
- xii) To enter into agreement or deed on behalf of the Society on delegation of power by the Committee.
- xiii) To sign in the agreement form, deeds receipts and other documents in connection with borrowing from Govt. Cooperative Bank and other financing agencies.

