

**DOCUMENT NO.II
RULES AND REGULATIONS**

1. NAME OF THE SOCIETY: **"TELANGANA SPEECH AND HEARING ASSOCIATION"**

2. LOCATION OF THE OFFICE: **House No. 3-3-106/4, Ground Floor,
G.K Nest Complex, Sirimalle Nagar, Hyderguda,
Attapur, Rajendranagar Mandal, Ranga Reddy Dist
Telangana-500 048.**

3. i). MEMBERSHIP : All above 21 years above

ii). CATEGORY OF MEMBERS :

iii). ADMISSION FEE AND :
THE ANNUAL SUBSCRIPTION
OR MONTHLY SUBSCRIPTION

4. GENERAL BODY :

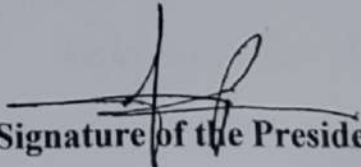
i). Annual General Body will meet once in a year i.e., in the month of July.

ii). Functions:

- a). To pass the budget for the ensuing year and approve expenditure statement of pervious year.
- b). To approve the reports of the activities of Society.
- c). To elect the Executive Committee etc.,
- d). To appoint Auditor.

5).

- i). Executive committee: shall consist of Seven (7) Members and out of them, the following office bearers shall be elected by the E.C. Viz., President, Vice President, General Secretary, Joint Secretary, Treasurer, Publicity Secretary, Publicity Joint Secretary, Advisors, Organisers and the remaining persons all the Executive Committee Members.
- ii). The Members of the Executive Committee (Governing Body) shall be duty bound to attest the signatures of all the members of newly elected Executive Committee and to see that the said signatures o the outgoing Governing Body tally with the annual list as filed with the Register of Societies before 15 days the succeeding month in which elections were hold.


Signature of the President/Secretary

FUNCTIONS OF THE EXECUTIVE BODY AND OFFICE BEARERS:

1. **PRESIDENT:** He presides over all the meeting of the both General Body and executive committee, he can cast his vote in case of tie. He can supervise all the branches of the society.
2. **VICE PRESIDENT:** He shall assist the president in discharging his duties in the absence of the President he shall perform the duty of the president as entrusted by him.
3. **GENERAL SECRETARY:** He is the Executive Officer of the society and custodian to all records relating to the society and correspondent on behalf of the society. He has to take on records of all minutes of the society to convey both the bodies of the society with the permission of the President. He guides the treasurer in preparing the budget and expenditure statement of the society.
4. **JOINT SECRETARY:** He has to do the work entrusted by the executive committee. He has to assist the Secretary in discharging his duties in the absence of the secretary he can perform the duties of the Secretary.
5. **TREASURER:** He is responsible for all financial transactions and funds of the society. He has to maintain accounts, property along with the vouchers he has to prepare the accounts of the society jointly with the secretary or president.
6. **PUBLICITY SECRETARY;** He is responsible for publicity relating to the society. He is responsible to get information to the public. He is going to advertise all the welfare programs of the society.
7. **ADVISERS;** They are responsible for all the activities done by the society; an adviser is the person who gives advice to all the members in the society. He advises about any changes which are to be done in any welfare programs.
8. **ORGANISERS;** They are the responsible persons to organize all the type of programs of the society which the executive committee entrust to them.
9. **OFFICE BEARERS:** They are the responsible person to attend to such activities of the Societies which the Executive Committee entrust to them.
10. **QUORUM:** Half of the total members for General Body Meeting and $\frac{1}{4}$ for Executive Committee Meeting.
11. **FUNDS:** The Funds shall be spent only for the attachment of the objects of the society and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means.
12. **AMENDMENTS:** No amendment or alteration shall be made in the purpose of the association unless it is voted by $\frac{2}{3}$ of its members present at a special meeting conveyed for the purpose and confirmed by $\frac{2}{3}$ of the members present at a second meeting.
13. **WINDING UP :** In case the society has to be wound up the property and funds of the society that remain after discharging the liabilities, if any, shall be transferred or paid to some other institution with similar aims and objects.

Signature of the President/Secretary

