



Articles of Association And Rules & Regulations

Indian Printing Packaging and Allied Machinery Manufacturers' Association (IPAMA)

Registered office:

L.G. Floor, A-1/132,
Safdarjung Enclave, New Delhi-110029

Administrative office:

Plot No. C-54, Sector - 62,
Institutional Area, Noida - 201 307, (U.P.) India.

Tel: 0120-2400109, 4292274

Tele-Fax: 0120-4207076

E-mail: admin@ipama.org; info@ipama.org; accounts@ipama.org

Website: www.ipama.org; www.printpackipama.com



MEMORANDUM OF ASSOCIATION

1. NAME OF THE ASSOCIATION:

The name of the Association shall be “INDIAN PRINTING PACKAGING AND ALLIED MACHINERY MANUFACTURERS’ ASSOCIATION”.

1.2. NATURE AND GEOGRAPHICAL OF THE ASSOCIATION:

The Association is an All India based entity and is registered in the State of Delhi under Society Registration Act, 1860.

2. REGISTERED OFFICE :

The Registered Office of the Association shall remain in Delhi and, at present, it is at the following address:

L.G.Floor, A-1/132,
Safdarjung Enclave,
New Delhi-110029.

2.2 ADMINISTRATIVE OFFICE /TRAINING CENTRE:

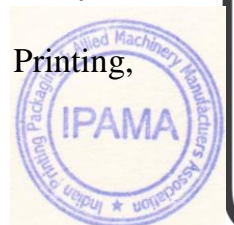
As permitted under Rules and Regulations, the Association will have its permanent Administrative Office/Training Center at Noida, U.P. at following address:

Plot No. C-54, Sector-62,
Institutional Area,
NOIDA, UP, 201307.

3. AIMS AND OBJECTS :

3.1 The aims and objectives for which the Association is established are as under:

- a) To bring together firms, corporate bodies and other organisations engaged in whatever capacity, in manufacturing of Printing & Printing related Materials, Packaging, Signage, Digital & Allied Machinery & Equipment from all over India under one unified organisation and interact on the Principles of Mutuality.
- b) As an Industry and Trade Association, to promote the interests of Printing, Packaging, Signage, Digital & Allied Machinery industry and trade.





- c) To make the Association a representative body of Printing, Packaging, Signage, Digital & Allied Machinery and Equipment industry and trade of a national level.
- d) To collect and analyse statistical data and promote research and disseminate the information for the betterment of Graphics Arts Industry.
- e) To develop a spirit of co-operation and co-ordination amongst the members in the matters of common concern.
- f) To collect, obtain information, on all matters affecting the members and make representations to the various authorities, and to appear before any authority for safeguarding the interests, protect and betterment of the industry and to publish and circulate these and any other matter amongst the members and others.
- g) To communicate with the Government, Local and Public authorities, other trade associations, Chambers of Commerce and Trade in India and other countries and with individuals on all subjects and to get affiliated/associated with any similar body or bodies whether in India or abroad.
- h) To conduct research, hold seminars and conferences, organise and promote exhibitions, shows and other activities for furtherance of industry. To fund, maintain and manage Libraries, Educational Institutions/Training Centers, publish charts, catalogues, directories, periodicals, leaflets, statistics, magazines, journals, books and other publications and circulate these free of charge or at a price.
- i) To raise funds for carrying on the activities and attaining the objects of the Association by way of fees, subscriptions, gifts, grants, donations or endowments etc. from the members.
- j) To acquire by purchases/construction of buildings, donations, gifts or otherwise any movable and or immovable properties, rights, interests and titles by purchase, lease or otherwise in the interest of the Association and its objects and to manage them.
- k) To organise, subscribe and undertake community service projects in the interest and for the welfare of its members.
- l) To promote sound accounting practices, uniform quoting methods and production standards.
- m) To make donations, charities etc.





- n) To create or manage any trusts or endowments for the development of the industry.
 - o) To sell, improve, manage, develop, exchange, lease or let or sublet, mortgage, borrow, dispose of, turn to account or otherwise deal with all or any of the properties of the Association.
 - p) To invest and or spend on behalf of the Association any amount at the disposal of the Association in such a manner as may from time to time be determined keeping in view the permissible regulations prescribed under Indian Income Tax Act 1961, or other related Acts/Laws.
 - q) To appoint staff for carrying on the business of the Association and to grant and disburse wages, bonuses, pensions, allowances, gratuities to such staff.
 - r) To do all things as are incidental and conducive to the attainment of the above objects or any of them and such other or similar acts which, may be deemed necessary for the achievement of the above objects.
- 3.2 All the incomes, earnings, movable or immovable properties of the Association shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividends, bonuses, profits or in any manner whatsoever to the present or past member/s of the Association or to any person claiming through any one or more of the present or the past members. No member/s of the Association shall have any personal claim on any movable or immovable properties of the Association or make any profits, whatsoever, by virtue of his membership.

INTERPRETATIONS :

In the interpretation of these articles the following words and expressions shall have the following meaning unless repugnant to the subject or context.

- a) “The Act” means the Societies Registration Act 1860 or any other statutory modification or enactment thereof for the time being in force.
- b) “Articles” means and include these Articles of Association and Rules and Regulations of the Association from time to time in force.
- c) “Association” means this Association namely “Indian Printing Packaging and Allied Machinery Manufacturers’ Association”.





- d) “General Body” means the members, having voting rights, for the time being of the General Body constituted as provided in these articles.
- e) “Governing Council” means the members for the time being of the Governing Council constituted as provided in these articles.
- f) “Representative” means the registered representative of the different members of the General Body / Governing Council.

ARTICLES OF ASSOCIATION AND RULES & REGULATIONS

1.1 NAME OF THE ASSOCIATION :

The name of the Association shall be INDIAN PRINTING PACKAGING AND ALLIED MACHINERY MANUFACTURERS’ ASSOCIATION.

1.2 CATEGORY OF MEMBERS :

There shall be four categories of members namely:-

- 1) Regular Member
- 2) Associate Member
- 3) Technocrat Member (individuals)
- 4) Honorary Member

1.3 DEFINITION OF MEMBERS

1) Regular Member :

A Regular member shall be a person, firm or body corporate engaged in the manufacture of Printing, Packaging, Signage, Digital, Allied Machinery & Printing Related Materials.

2) Associate Member :

An Associate Member shall be a person, firm or body corporate associated with the Trading of Printing, Packaging, Signage, Digital, Allied Machinery & Materials and trades like, Advertising Agencies or Organisations with aims and objects related with or similar to those of the Association.

3) Technocrat Member :





A Technocrat Member shall be an individual who has specialised or achieved distinction in the field of Printing, Packaging, Signage, Digital, Allied Machinery & Material.

4) Honorary Member:

i) Honorary Member shall be selected by the Governing Council. However, he shall neither have any voting right nor hold any office of Office bearer. His term shall be from the date of appointment till the new Governing Council is elected.

ii) All such entities who participate in various promotional activities of Printing and related Trade shall automatically become Honorary members of the Association.

1.4 ADMISSION AND QUALIFICATION FOR MEMBERSHIP:

a) The applicant shall sign and forward an application form as may be prescribed from time to time by the Governing Council, duly filled in and complete in all respects together with prescribed entrance fee and annual membership subscription for one year as prescribed for the category of membership for which the applicant may apply as a member. The applicant must be introduced by any Regular Member. The Governing Council shall be the sole judge as to the eligibility, category of membership or otherwise of an applicant for membership of the Association and it shall not be bound to assign any reason whatsoever for its decision, which shall be final and conclusive.

b) All applications for membership shall be placed by the Honorary General Secretary before the meeting of the Governing Council, with remarks or reports thereon, from the respective zonal Vice Presidents and Joint Secretaries. Governing Council may accept, reject or postpone consideration thereof. The decision of the Governing Council will be intimated to the applicant. If the application is accepted, an official receipt for entrance fee and annual membership subscription will be forwarded to the applicant. If it is rejected, the amount received with the application will be refunded without interest to the applicant within thirty days of such rejection. A rejected applicant may re-present his application along with necessary entrance fee and annual membership subscription after three months of such rejection. However a rejected application may at any time be considered even within the period of three months, if at least five members of the Governing Council recommend such re-consideration stating reasons therefor. In any case the decision of the Governing Council will be final and binding.

c) All the category of members, other than technocrat member, will nominate a person from their organisation for representation in IPAMA.





- d) Member organisation, however, can change the nominee. But the change must be informed to IPAMA prior to any elections announced. No change in the nominee will be allowed after the election announced, till the complete Governing Council is formed.

1.5 SUBSCRIPTION (Entrance Fee & Annual Membership Subscription):

- a) Amount of Entrance Fee and Annual Membership Subscription for all categories of members will be decided by the Governing Council from time to time.
- b) The Annual Membership Subscription would be payable to the Association in advance on the first quarter of the financial year. However, in case of admission of a member when the residual period in the financial year is less than six months, the annual membership subscription will be payable half of the amount.
- c) A Member whose subscription will be in arrears for more than 3 (three) months will be deprived of voting right till such time the subscription is paid. In any case the arrears of subscription shall remain a debt due to and recoverable by the Association.

1.6 CESSATION OF MEMBERSHIP :

A member shall, ipso facto, cease to be Member of the Association if :

- a) In the case of a member being an individual, he dies or is adjudged insolvent or becomes of unsound mind.
- b) In the case of member being a firm, it is dissolved or firm is adjudicated insolvent.
- c) In the case of a member being body corporate, an order made by a competent Court for winding up the body corporate except for re-constitution.
- d) Such a Member, who fails to pay subscription within 24 months from the date of the same becoming due provided that the Governing Council may, on an application made, by any firm/body corporate, who ceases to be a member under this clause, re-admit such firm/body corporate on such conditions as it may decide. However, after 6 months from the date the subscription has become due, the defaulting member should be regularly reminded of cessation clause. A notice should be served on the defaulting member 60 days before 24 months of default/date of invoking this clause, whichever is later.





The firm/body corporate, whose membership is ceased, will be enrolled only as a new Member.

- e) Such member, being an individual, is convicted of an offence under the Indian Penal Code involving moral turpitude and sentenced to imprisonment.

1.7 RESIGNATION :

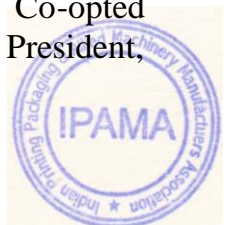
A member wishing to resign shall give a written notice to the Honorary General Secretary. But such resignation shall be effective only on and from the date the same has been accepted by the Governing Council.

1.8 SUSPENSION AND EXCLUSION :

A member or a representative of a member on General Body or Governing Council may be expelled, suspended or disqualified by the Governing Council for doing any act or pursuing any conduct that is either in contravention of the Articles of the Association or detrimental to the interest of the Association or is in any way injurious to its welfare and interest or is likely to endanger harmony or affect the character and stability or interest of the Association or the Governing Council. The Governing Council may impose a fine or penalty as it may deem fit. Opportunity will be given to the member or representative concerned to be heard before taking any action against it or him, as aforesaid. On cessation or resignation or suspension or expulsion or in any other event, the entrance fee shall not be refunded. In case of suspension, the annual membership subscription shall be due and payable by the member for and during the period of suspension.

1.9 RIGHTS & PRIVILEGE OF MEMBERSHIP:

- a) A Regular / Life Member of the Association will have the right to vote and be elected to Governing Council, Committees and Sub-Committees. All other category of members shall have no voting right or the right to hold office or be a member of the Governing Council. Members will be eligible for re-election only if they have attended minimum 60% of the meetings of the Governing Council held in previous and prevailing term of Governing Council.
- b) Notwithstanding anything contained here-in-above, the Governing Council may nominate or co-opt an individual as a member of the Governing Council from the Regular/Associate/Technocrat members of the Association and the tenure of such a member shall be till the tenure of the Governing Council. Co-opted members will have the voting rights and right to hold office other than President, Honorary General Secretary and Treasurer.





- c) Every member of the Association who is on the General Body will have the right to examine all records and books of accounts etc., upon intimating his intention to do so.

2 GENERAL BODY :

2.1 DEFINITION :

General Body will consist of nominees of Regular Members & other Members and individual sole proprietor members.

- 2.2 The Annual General Meeting of the Association shall be called by the Honorary General Secretary at least once every year but not later than 15 months of the previous meeting.

- 2.3 A special General Meeting of the Association may be called at any time by the Honorary General Secretary or on the requisition in writing of not less than one third of the members of the Governing Council or one third of the members of the General Body, and on receipt of valid and proper requisition, such meeting shall be called within sixty days thereof failing which requisitionists will be entitled to call the same at the expense of the Association and at such a requisitioned meeting if quorum is not present, it shall stand dissolved and the requisitionists shall not be entitled to any expenses for calling the said meeting.

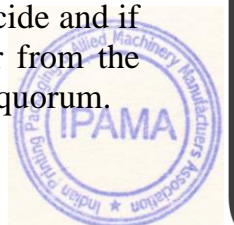
- 2.4 No business except ordinary business as hereinafter defined shall be transacted at an Annual General Meeting.

- 2.5 Notice of all General Meetings shall be duly posted through Courier / E-mail / Fax / SMS to all the General Body members at the addresses borne on the Register of the Association, 21 days prior to the meeting and such posting shall be sufficient proof of Notice.

2.6 QUORUM :

At all meetings of the General Body, 20% of present Regular Members shall constitute the quorum.

If within half an hour from the time appointed for any meeting, a quorum is not present, the meeting if called upon the requisition of the Governing Council members, shall be dissolved and in any other case it shall stand adjourned to some other date and at such time and place as the Chairperson may decide and if at the adjourned meeting, quorum is not present within half an hour from the time appointed for the meeting, the members present shall constitute a quorum.





3. GOVERNING COUNCIL :

3.1 The General Administration, management, policy decision and control of the affairs of the Association shall vest in the Governing Council and day-to-day administration, management and conduct of the business of the Association will vest in and shall be the responsibility of the office bearers to be elected by the members of the Governing Council from amongst its members as provided hereafter.

3.2 The Governing Council will consist of following :

- | | | |
|---|---|--------|
| 1) Elected members
(from Regular Members) | - | 18 |
| 2) Ex-Officio Members
(Immediate past President, Honorary General Secretary and Treasurer) | - | 3 |
| 3) Co-opted Members
(from Regular/Associate/Technocrat members) | - | upto 3 |

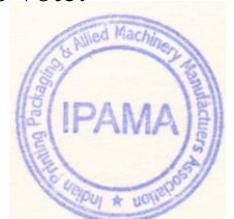
3.3 These members will elect from amongst themselves the following office bearers

- | | | |
|-------------------------------|---|---|
| 1. President | - | 1 |
| 2. Vice-President | - | 4 |
| 3. Honorary General Secretary | - | 1 |
| 4. Joint Secretary | - | 4 |
| 5. Treasurer | - | 1 |

3.4 All the office bearers and members of the Governing Council will hold office for a period of 2 years. Constitution prohibits President, Honorary General Secretary and Treasurer candidates from being elected on same position for more than two consecutive terms.

Without conducting election, repetition of tenure is invalid.

3.5 Only immediate past President, Honorary General Secretary and Treasurer, who continues to be associated with Indian Printing, Packaging and Allied Machinery Industry shall be ex-officio member of the Governing Council with all rights and privileges as applicable to the Regular Members including the right to vote.





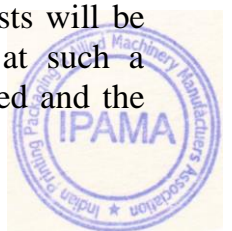
- 3.6 The Governing Council will have powers to co-opt a maximum of three members and such co-opted members shall have the same rights, privileges, obligations and tenure as those of the other Members of the Governing Council.
- 3.7 The Governing Council will have the power to invite a maximum of five members to attend its meetings as special invitees. However, such special invitees will not have the voting rights in the meeting.
- 3.8 The Governing Council will hold its meetings as often as is expedient but at least three meetings in a year, once in four months, one meeting in each Zone i.e West, North & South. The time gap between two successive GC meetings shall not exceed 120 days. Ten members present will form a quorum of the meeting and any decision taken at the meeting shall be by majority of votes of the members present. The Chairperson will have a casting vote in case of a tie. On valid requisition being made by one third of the members of Governing Council, the meeting of the Governing Council shall be called within Fifteen clear days of receipt of the requisition, failing which, requisitionists shall call the meeting at the expense of the Association and at such requisitioned meetings, if required quorum is not present, it shall stand dissolved and the requisitionists shall not be entitled to claim any expenses for calling the said meeting.

Out-station Governing Council Members are entitled for Air-fare (Economy class) and Hotel of star category to attend the meetings. Such fare and hotel charges will be borne by the Association, subject to the submission of duly signed claim form with proper supporting documents (Boarding Pass, Air Tickets & Hotel Invoices specified with amount & taxes).

- 3.9 Notice of all the Governing Council meetings shall be posted to all the Members of the Governing Council at the addresses borne on the register of the Association, 15 days prior to the meeting through Courier /E-mail/ Fax/ SMS/ WhatsApp and such posting shall be sufficient proof of Notice.

If the GC Member does not attend three consecutive meetings, he will automatically be deprived of attending subsequent meetings till the term of the existing Governing Council.

- 3.10 In case of Emergency, a General Body Meeting can be called at any time by President or Vice President or on the requisition in writing of not less than one third of the members of the Governing Council or one third of the members of the General Body, and on receipt of valid and proper requisition, such meeting shall be called by Ten days notice, thereof failing which requisitionists will be entitled to call the same at the expense of the Association and at such a requisitioned meeting if quorum is not present, it shall stand dissolved and the





requisitionists shall not be entitled to claim any expenses for calling the said meeting.

- 3.11 In case of Emergency General Body Meeting, notice of Meetings shall be duly posted through two electronic modes like E-mail and WhatsApp/SMS to all the General Body members at the address/Number borne on the Register of the Association, 10 days prior to the meeting and such posting shall be sufficient proof of Notice.

4 OFFICE BEARERS :

The President, Vice-Presidents, Honorary General Secretary, Joint Secretaries and Treasurer of the Association shall be elected every two years by the Governing Council from and amongst its members at its meeting to be held at any time within six months from the last date of the Financial Year of the Association and will continue to hold office till next office bearers are elected.

a. PRESIDENT :

- 1) The President shall preside, if present, at all the meetings of the Association, Governing Council, General Body and at all the general meetings including Annual General Meeting of the Association and shall take the lead on all ceremonial occasions. He shall perform such other duties as may be incidental to his office and shall have the power to countermand any orders, instructions and notices issued by the Honorary General Secretary or any office bearer which he shall deem prejudicial to the interest of the Association.

In that case, the President must inform to the Governing Council Members in its next meeting about the countermand and reason of the same. But, if the majority of Present Governing Council Members are not satisfied with the countermand, he must give his assent to the decision of the GC.

- 2) In case of the vacancy in the office of the President or in his absence at a particular meeting, members of the Governing Council may elect any one of the Vice Presidents to fill the office of the President for the un-expired period or for the particular meeting as the case may be. In the absence of the President and all Vice Presidents at a particular meeting, the members of the Governing Council may elect any one from amongst themselves to preside at that meeting.

b. HONORARY GENERAL SECRETARY :





- 1) Subject to any rule made and directions given by the Governing Council, the Honorary General Secretary shall be the Executive Officer of the Association and shall –
- 2) Have charge of all correspondence and keep true and correct Minutes of all the Meetings of the Association, Governing Council, General Body and other Committees.
- 3) Collect all dues on behalf of the Association.
- 4) Give notice of all Governing Council and General Body meetings to all the concerned members of the Association.
- 5) Ensure proper care of the premises, furniture, library, documents and other belongings of the Association.
- 6) Have power to incur any expenditure sanctioned by the Governing Council.
- 7) Sign, seal and deliver all official documents.
- 8) Appoint all required staff members on a salary and terms determined by the Governing Council. Take disciplinary action against the erring staff including expulsion in accordance with the Rules.
- 9) Institute, prosecute and defend suits and other legal proceedings with which the Association may be concerned and/or in respect whereof he shall have received previous instructions from the President and for the purpose of such suits and legal proceedings sign and verify complaints, written statements, petitions, tabular statements and such other documents and writings as may from time to time be necessary and have power to appoint and remove pleaders, solicitors, advocates, counsels and other agents as and when required and to pay their fees;
- 10) And perform all other duties as are incidental to his office. These rules and regulations empower him with necessary authority available under law to discharge his duties. He shall also be authorized to spend up to Rs. 1,00,000/- at a time on legitimate expenses of the Association, maximum four times or 4,00,000/- in total, in a year. Thereafter, further approval is required from the Governing Body.

c. **JOINT SECRETARY :**

Will be responsible for all tasks and duties entrusted to anyone of the Joint Secretaries by the Honorary General Secretary with the approval of the





President. In the absence of the Honorary General Secretary, the person will perform all the duties of the Honorary General Secretary.

d. **TREASURER :**

- 1) Subject to the directions that may be given by the Governing Council from time to time and under the general superintendence and directions of the President and in consultation with the Honorary General Secretary, the Treasurer shall keep or cause to be kept proper accounts of the funds of the Association and of all funds connected with or in any way controlled by the Association in such form and manner as may be prescribed by the Governing Council and prepare the annual and half-yearly and quarterly accounts of the Association under the guidance of the Honorary General Secretary.
- 2) At the first meeting of the Governing Council held in the beginning of the financial year, the Treasurer shall place before the said meeting a list of members whose subscription are in arrears.
- 3) Shall prepare periodic income & expenditure account and Receipts and Payments Account and submit the same to the President and at the meeting of the Governing Council.
- 4) It shall be his duty to see that proper accounts are prepared and caused to be audited as soon as possible and in any event latest within four months from the close of the financial year.
- 5) All Cheques, Demand Drafts and Cash received during an Exhibition / Seminar / any revenue generating event, should be deposited with the Bank within the next working day. The responsibility of handling cash, if not deposited in the Bank, will be of the Treasurer.

5. **GENERAL POWER OF GOVERNING COUNCIL :**

The Governing Council shall exercise all such powers and do all such things, deeds and acts as may be exercised or done by the Association and are not hereby or by any law or act expressly directed or required to be exercised or done by the Association in General Meetings.

Without prejudice to the general powers conferred by these Articles, the Governing Council shall also have power :





- a) To appoint such committees of the Association from amongst its Members and for such purposes and for such period (not exceeding the term of the appointing Governing Council) as the Governing Council may deem fit, and to delegate subject to such conditions as the Governing Council thinks fit, any of the powers to these committees and at any time alter the terms and conditions of these Committees.
- b.1) To purchase, construct, take on lease or otherwise acquire for and on behalf of the Association any movable or immovable property at such price and on such terms which in the opinion of the Governing Council are in the interest of the Association and also to let out property belonging to the Association on such terms and conditions which the Governing Council feels are in the interest of the Association.

During a financial year, the Governing Council can incur capital expenditure maximum upto Rupees 25.00 lacs. Any expenditure beyond should have prior approval of the General Body. This maximum limit can be reviewed by the General Body from time to time and revised according to the exigencies of work.

- b.2) The Governing Council shall not sell, mortgage or dispose of nor cause to sell, mortgage or dispose of any portion of the property including Goodwill/intellectual/tangible/intangible or any existing Exhibition/Event/Seminar/Conference which is organised by the Association and belonging to the Association unless a resolution to that effect has been passed in a special meeting of the General Body of the Association, to be convened after giving 10 days' notice for consideration thereof. After this meeting, a second meeting is to be convened at an interval of one month after the former meeting. The decision taken in the first meeting will be communicated and submitted to the members for voting. And if agreed to by the votes of the three fourth of the total Regular Members, action to be taken accordingly.
- c) To invest the funds of the Association not immediately required for any of its purposes and in such investments as may be decided by the Governing Council within the stipulations prescribed by Income Tax Department from time to time.
- d) To make rules and bye-laws for the conduct of the business of the Association and add, substitute or alter them from time to time as and when necessary.
- e) To delegate, subject to such conditions as it may deem fit any or more powers to Committees or to individual members of the Governing Council.





- f) To grant or withdraw affiliation to any Association or body having objectives similar to those of the Association and to arrive at working modalities with such Associations or Bodies with the aim of promotion of the business/trade of Manufacturing of Printing, Packaging, Signage, Digital, Allied Machinery and Printing related Materials on such terms and conditions as the Governing Council deems fit to be in the interest of the Association and Industry.
- g) To organise and hold meetings of the Governing Council by correspondence in cases of emergencies.
- h) To take such disciplinary and legal action, as the Governing Council may deem fit, against any member of the Association, whether of General Body, Governing Council or any Committee, who has been found guilty of having acted against the interests of the Association thereby causing loss, injury or disrepute to the Association.
- i) To open, operate and close Bank account or accounts in any Scheduled/Nationalized bank or banks and to authorise any person or persons to do so.
- j) To appoint an Executive Secretary/Director (Operations) or an appropriately designated incumbent to be the in-charge of the Secretariat of the Association on such terms and conditions and with such duties and responsibilities as the Governing Council may deem necessary.
- k) To establish from time to time any Regional Committee(s) in India for catering to the aspirations of members of that region and to constitute, out of the members of the Association from that region, a Committee on the pattern discussed at clause 5 a) above.
- L.i) Decide from time to time about routine day to day expenses of smaller amounts like Conveyance, Stationery, Photocopying, Postage and Telegrams, Office upkeep etc., to be incurred and met out of Treasurer's impress account meant for this purpose. Each such expense voucher shall have the authorisation of the Executive Secretary/Director (Operations) and Treasurer/Honorary General Secretary.
- L.ii) Lay down limits for cash payments soon after the election of Governing Council. Revenue expenses of an unusual nature shall be paid preferably by Cheque except when the payee is a Govt. Deptt. like Electricity, Water etc., where payment may be made in cash.





- L.iii) Decide from time to time, during the period of exhibition, the Treasurer's imprest. All payment(s) whether in Cash or by Cheque shall have prior approval of the Governing Council. The Chairperson of the Exhibition Committee alongwith Honorary General Secretary shall be the authorized person for making any approved payment.
- L.iv) Ratify in the immediate next meeting of the Governing Council of the Association, any expenditure incurred during the period of the Exhibition, without a valid authorization.
- M. To invite Experts, maximum five, in Governing Council Meeting from the Industry who have splendid knowledge or achieved distinction in the Graphic Arts Industry.

6. FINANCIAL YEAR :

The financial Year of the Association shall be from 1st April to 31st March.

7. A) BUDGET:

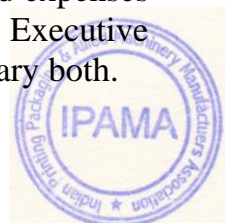
Treasurer shall prepare the Budget, a forecast of revenues and expenditures, i.e. to construct a model as to how a business might perform financially if certain strategies, events and plans are carried out and the statement of the estimated receipt & expenditure which should give an overall picture of the financial position of the Association. The same should be submitted to the President and at the Last meeting of the General Body held before closing of the financial year.

B) BOOKS OF ACCOUNTS :

The Books of Accounts of the Association and the list of the names of members shall be open for the inspection by the registered nominee of every member at seven days notice.

C) AUTHORIZATION ON EXPENDITURE :

From the approved budget, all the expenditure more than Rs. 50,000/- must be approved by the Honorary General Secretary and Treasurer jointly and expenses less than Rs. 50,000/- shall have the authorization of the Executive Secretary/Director Operations and Treasurer/Honorary General Secretary both.





8. AUDIT OF ACCOUNTS :

The Books of Accounts of the Association shall be audited by a qualified auditor(s) appointed by the General Body.

9. OPERATION OF BANK ACCOUNTS :

The Bank account(s) of the Association shall be jointly operated by the Treasurer with President or Honorary General Secretary in any Scheduled/Nationalized Bank, other than Co-operative Banks, as may be advised by the Governing Council.

10. CIRCULAR, RESOLUTION ETC

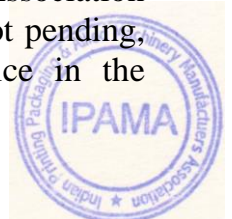
- a) Any decision at the General Meeting shall be taken by the majority of votes and in case of tie-up the Chairperson shall exercise his/her casting vote.
- b) The Chairperson shall have power to adjourn any meeting from time to time and place to place.
- c) The ruling of the Chairperson at any meeting on any point of order shall be conclusive, final and binding.
- d) Resolution may also be adopted by circulation amongst the members either of the Governing Council or the General Body and on a majority thereof approving the same.

11. ELECTION

The Governing Council shall, from amongst members of the General Body, appoint a Returning Officer to hold the election of the Governing Council. The Returning Officer shall not himself be a candidate for any office for which he will conduct elections. The Executive Secretary and Secretariat of the Association will handle the election work under the guidance and supervision of the Returning Officer.

Members of the Governing Council will be elected from amongst the Regular members of the Association.

Only the nominated person by the Regular Member Company of the Association from whom Membership Subscription or any other kind of dues are not pending, are eligible for participating in the election and holding any office in the Governing Council.





A Regular, who has no dues pending, is only eligible to sign as Proposer or Secunder nomination papers for the Membership of the Governing Council. An eligible Regular Member can propose or second upto a maximum of three nominations. If more than three nomination papers are signed by the same Proposer and Secunder, the first three nomination papers received will be accepted.

In case requisite number of valid nominations are not received for the Governing Council within the stipulated period, the candidates whose nominations are received and found valid will form the Governing Council.

The election procedure will be started 3 months before the expiry of the term of the present Governing Council or as decided in the Annual General Meeting. The Election procedure is to be approved by AGM, either online or through ballot paper voting. In case of online polling, procedure will remain the same, but voting will be done through online. The procedure will be as follows: -

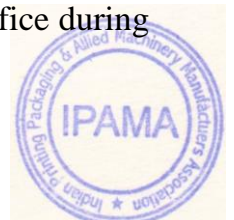
The Returning Officer will issue the notices inviting nominations to the Governing Council by giving 21 days notice. In case the nominations received are more than the vacancies and the election is to be held, the Returning Officer will circulate the names of all the candidates amongst the Members and will give 10 days time for any withdrawal.

After that the final list will be circulated for voting by secret ballot within a period of 15 days. The result will be announced within one week after the receipt of the ballots.

The newly constituted Governing Council will elect office bearers from amongst themselves before the date of the Annual General Meeting.

The outgoing Honorary General Secretary will call the meeting of the newly elected Governing Council for the purpose of electing the office bearers. Initially, the President will be elected. For electing the President, the outgoing Honorary General Secretary will cast his vote only in case of a tie. On election of President, the elected President will preside over the meeting for electing remaining office bearers. The office bearers will be elected in this meeting by a majority vote and in this process President will exercise his vote only if there is a tie.

Any vacancy among the office-bearers may be filled up by the Governing Council from and amongst themselves and the person so appointed shall hold office during the remaining period of the term.





ELIGIBILITY

- A) To file nominations for the election of the Governing Council, the Member Company must have two years of experience as Regular Member.
- B) For the key posts, i.e. President, General Secretary and Treasurer, the Member must have one term experience of the Governing Council with 60% attendance.
- C) An authorized person is eligible to vote.

12. ANNUAL LIST OF GOVERNING BODY (Sec.4 of Act)

Once in every year a list of office-bearers and members of the Society (Association) shall be filed with the Registrar of Societies, as required under Section 4 of the Societies Registration Act 1860.

13. LEGAL PROCEEDINGS (Section 6 of the Act) :

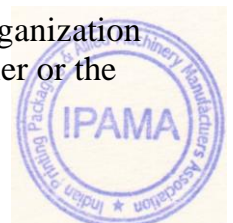
Any suit or other legal proceedings by or against the Association may be conducted on its behalf either by the President or the Honorary General Secretary in the name of the Association and any pleadings or other documents in connection therewith may be signed, verified by either of them on behalf of the Association

14. MINUTES :

The minutes of all the meetings shall be recorded in writing in English in the Official Minutes Book kept for the purpose and any such minutes signed by the Chairperson of the meeting to which it relates to or by the Chairperson of the next subsequent respective meeting shall be conclusive and shall be receivable as evidence of the facts stated therein without further proof.

15. INTERPRETATION :

- A) The decision of the Governing Council in regard to the interpretation of any of the foregoing Articles shall be final.
- B) “Authorized person” means the registered representative of the organization like Proprietor, Managing Director, CEO, Chairman, Active Partner or the authorized individual in writing by the company.





C) “Director Operations” means an employee or any professional consultant engaged for the smooth functioning of the Association.

16. THE COMMON SEAL :

There shall be a common seal for the Association. The seal shall remain in the custody of the Honorary General Secretary. The manner of using and affixing the seal shall be decided upon by the Governing Council from time to time.

17. AMENDMENTS :

Any amendment in the Memorandum of Association or Rules will be carried out in accordance with procedure laid down under Section 1 & 12A of Societies Registration Act, 1860.

18. DISSOLUTION AND ADJUSTMENT OF AFFAIRS :

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under Section 13 & 14 of the Societies Registration Act, 1860 as applicable to the State of Delhi.

19. APPLICATION OF THE ACT :

All provisions under various sections of the Societies Registration Act, 1860 and rules made there under as applicable to the State of Delhi shall apply to the Association.

20. ESSENTIAL CERTIFICATE:

Certified that this is the correct copy of amended Rules and Regulations of the Association.

(Dayaker Reddy)
President

(Iqbal Singh)
Honorary General Secretary

(Dharam Pal Rawat)
Treasurer

