

MEMORANDUM OF ASSOCIATION

OF

THE INDIAN SALT MANUFACTURERS' ASSOCIATION

NAME: The Association shall be named and styled as:
"THE INDIAN SALT MANUFACTURERS' ASSOCIATION".

ADDRESS: The Registered Office of the Association shall be situated only in Mumbai
and its Address is:
51-A, Mittal Chambers, 5th floor,
Nariman Point, Mumbai 400 021.

AIMS AND OBJECTS:

The aims and objects for which the Association is established are:

- i) To promote the development and growth of the Salt Industry in India, and to protect its interest.
- ii) To promote and encourage fraternity amongst all Members, to create awareness of fundamental rights and responsibilities on all connected subjects, for the common good of all the Indian Salt Manufacturers.
- iii) To secure organized action directly or indirectly on all subjects, relating to the Salt Industry of India.
- iv) To diffuse the knowledge regarding promotion of Interest of the Indian Salt Manufacturers in matters of Technical and Scientific knowledge, inland and foreign trade, shipping, transport, banking, insurance and other matters relating to the production and sale of Salt in India and abroad, and to found and support establishments and institutions for such purposes.
- v) To collect and disseminate Statistical, Technical and other information for securing the promotion of the objects of the Association, or of interest to its Members and to make efforts for the spread of Commercial, Technical, Economic and Research knowledge, in the Salt Industry, and generally in the field of trade, Commerce and manufacture of Salt or its bye-products and to maintain a library of suitable books, magazines, other publications and to develop and maintain our own website for the said purpose.

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- vi) to organize and cooperate in organizing Seminars, symposia, exhibitions, conferences, discourses, lectures workshops, educational tours within the country and abroad etc. conducive to the development of the Salt Industry in India. To take all steps which may be necessary for promoting, supporting or opposing, or taking other measures or actions affecting the aforesaid interests and in general, to take initiative, to secure the betterment and progress of the Salt Manufacturers and their Sales, in all respects.
- vii) To make representations to Central, State, District, Local, Statutory Authorities, or Semi/Quasi-Government bodies, to join as party in any court of Law to serve the larger interest of the Salt Industry or other Authorities, on any matter affecting trade, commerce, manufacture, shipping, banking and insurance, with particular reference to the Salt Industry.
- viii) To take all necessary steps for promotion, supporting or opposing legislation or other action by the Central or State Government or by semi/Quasi-Government bodies or local or statutory authorities affecting the commercial interests of the members, and to take all steps in the interest of the Indian Salt Manufacturers.
- ix) To undertake or initiate enquiries and action for securing, redressing from legitimate grievances for any breach of commercial rules, practices, conduct or contract in commerce.
- x) (a) to resolve controversies between the members of the Association and to undertake by arbitration, the settlement of commercial disputes between (1) members inter-se (2) members and other businessmen; and also to provide for arbitration, in respect of disputes arising in the course of commerce and to secure the services of expert, technical or other men to that end, if necessary or desirable, arising out of trade, industry, commerce or transport with particular reference to salt.

(b) In case there is any difference of opinion amongst members, on any particular issue, then the same will be placed before Managing Committee or Extraordinary General Body Meeting and after a detailed discussion, a decision will be taken in the larger interest, of the salt Industry.

- xi to appoint or retain legal or other professional experts for availing of expert guidance to the Association or for the members of the Association, on payment of fees or by otherwise.
- xii to nominate delegates, representatives, or advisors, to represent the Association on government, Semi/Quasi Government or other Local Statutory and Commercial Bodies.
- xiii. to secure the services of experts, technical and other persons for any purpose in furtherance of these objects and generally to promote or advance the interests of the Members of the Association.
- xiv to take measures for standardizing the different qualities of Salt used in the markets of India, the determination of standard methods of Analysis and devising of such other technical methods in order to secure uniform manufacture and trade practice.
- xv) to promote and organize joint selling arrangement or arrangements for sharing or pooling profits, union or interests and joint adventure among its members interest, in respect of the manufacture and sale of and dealing in Salt.
- xvi to aid peculiarly or otherwise, any Association or body or movement having for an object, the solution, settlement or surmounting of industrial or labour problems or troubles or the Promotion of Industry, Trade or commerce.
- xvii to give donations to public, charitable or any worthy and/or deserving cause.
- xviii to set up a research laboratory or centre, Plant/s for salt purification and upgrading of salt in the interest of the Salt Industry or to assist, cooperate and monetarily contribute to institutions or organizations, carrying on similar work.
- xix to act as a Federation on behalf of the various Salt Manufacturers' Associations of India.

And generally do all that may be necessary, in the interest of realization of the above objects of the Association, directly or indirectly.

We the undersigned, have subscribed our names, addresses and signatures, to this Memorandum, of THE INDIAN SALT MANUFACTURERS ASSOCIATION, established on 16th November 1945 and registered:

On 13th August 1982, under the Societies' Registration Act. 1980

On 8th December 1982 with the Charity Commissioner, Maharashtra, vide Registration No. F- 7982 (Mumbai)

incorporating amendments approved and adopted at the Extraordinary General Meeting of the Association held on 10th November 2001 (replacing the Constitution of the Association , in force from 8th July 1982), to be effective and in force from 30th November 2001.

Sr. No.	Full Name of the Office bearer/MC Member	Address, description of the Office Bearer/MC member	Designation	Signature
01	Mr. P.M. KAVADIA	Kutch Salt & Allied Industries Ltd. 48, Prospect Chambers, Annexe, 5 th floor, 317, Dr. D.N. Road,	CHAIRMAN	Sd/-
02	Mr. LAXMANSINGHJI P . DESAI	Vimarzoo Salt Works, 14 -1 5 Dalamal Court, 7/18 Worli Seaface, Mumbai 400 018.	PRESIDENT	Sd/-
03	Mr. NIRUBHAI H. KOTECHA	Halar Salt & Chemical Works, P.B. No. 96, S.P. Mehta Market, Jamnagar 361 001 Gujarat.	VICE PRESIDENT	Sd/-
04	Mr. HIRALAL C. PAREKH	Doongursee Salt Works Pvt. Ltd. P.B. No. 9, Shop No. D-93, Gandhidham 370 201. Gujarat.	VICE PRESIDENT	Sd/-
05	Mr. DINESH R. MANEK	Shree Raj Salt & Chemical Works Pvt. Ltd. 33, Dariyasthan Street Room No. 2007,	HON. SECRETARY	Sd/-

		Mumbai 400 003.		
06.	Mr. FAKRUDIN A. HARIYANAWALA	Saurashtra Salt Mfg. Co. 143-H Maker Towers, Cuffe Parade, Mumbai 400 005.	Jt. HON. SECRETARY	Sd/-

07.	Mr. SURESH PARASURAMPURIA	Maharaja Salt Works Co. Pvt. Ltd. Shankar Sagar, 6 th floor, Flat No. 40, Sophia College Road, Mumbai 400 026.	HON. SECRETARY	Sd/-
08.	Mr. SANTOSH G. KAMDAR	The Bhavnagar Salt & Industries Works Pvt. Ltd., Plot No. 1517, Ghogha Circle, Bhavnagar 364 004.	MANAGING COMMITTEE MEMBER	Sd/-
09.	Mr. PRAKASH C. PATEL	Laxmi Salt & Chemical Works 609 Saffron, Fatehgunj, Baroda 390 002	MANAGING COMMITTEE MEMBER	Sd/-
10.	Mr. RAMESH LALWANI	Cenray Minerals & Chemicals, C/o Century Chemicals, Industry House, 159 Church Gate Reclmn. Mumbai 400 020	MANAGING COMMITTEE MEMBER	Sd/-
11	Mr. SHANKAR L. SANGHI	Bharat Salt Industries, 2/6 Dayaram Market, Jamnagar 361 001 Gujarat.	MANAGING COMMITTEE MEMBER	Sd/-
12	Mr. DEVENDRA S. JHALA	Dev Salt Industries 88-A, Panchavatti, Bedi Road, Jamnagar 361 002 Gujarat.	CO-OPTED MEMBER	Sd/
13.	Mr. V.R. VARADARAJAN	G. Das & Co. Ltd., 110, Nelson Manichem Road, Chateau 'D' Ampa Building, 6 th Floor, Aminjikaraj, Chennai 600 029.	CO-OPTED MEMBER	Sd/-

Attested by

CHARTERED ACCOUNTANT.

**THE RULES & REGULATIONS OF
THE INDIAN SALT MANUFACTURERS' ASSOCIATION**

1. DEFINITIONS:

In these Rules, unless there is anything repugnant to the subject or context the following terms shall have the interpretations specified in each case:

- i) The ASSOCIATION means the
THE INDIAN SALT MANUFACTURERS ASSOCIATION.
- ii) MEMBER means a member of the Association duly registered under the Rules and shall include the authorized representative/s property registered with the Association.
- iii) GENERAL MEETING means the General Meeting of the Association whether Annual, Ordinary or Extraordinary.
- iv) CHAIRMAN means Chairman, a nonfunctional head of the Association to be honored and nominated at the Annual General Meeting with the consensus of the Members for tenure of one year.
- v) PRESIDENT, VICE-PRESIDENT, HON. SECRETARY, JT. HON. SECRETARY & HON. TREASURER means President, Vice-President, Hon. Secretary, Jt. Hon. Secretary and the Hon. Treasurer of the Association elected from time to time to act as the office bearers, in order to carry out the administration of the Association.
- vi) THE COMMITTEE means The Managing Committee of the Association, elected under the Rules from time to time.

- vii) CO-OPTED MANGING COMMITTEE MEMBER means a co-opted Member, nominated as a committee member by the Managing Committee.

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- viii) OFFICE EXECUTIVE means the Executive of the Association employed by the Association on Monthly remuneration and in his presence / absence to include Dy. Executive, Assistant Executive or other Officer, by whatever name called and appointed by the Managing Committee and having administrative charge, of the office of the Association.
- ix) OFFICE means the Office of the Association at Mumbai.
- x) IN WRITING means written, typed or printed.

2. ELIGIBILITY FOR MEMBERSHIP:

Any person, firm, company, incorporated under any law or regulation for the time being, in force, own land or Government lease land of minimum 300 Acres, and engaged in the manufacture of marine or inland Salt, in the Indian Union, shall be eligible to become a Member of the 'Association, on payment of the Prescribe Entrance Fee and Annual subscription, fixed by the Managing committee, in advance and on subscribing to the aims and objects of the Association.

3. MEMBERS

There are three classes of members viz:

- i) Ordinary ii) Associate iii) Honorary

- i) Ordinary Member:

Any person, firm ,company holding own land or Government Lease Land of minimum 300 Acres and engaged in the manufacture of Marine or Inland Salt is eligible to become a Member, as per Rule 2 above and is admitted as a Member of the Association as per Rule 4.a hereinafter following, will be an Ordinary Member.

ii) **Associate Member:**

Any Association of Manufacturers of Salt, may on application, be enrolled as Associate Member/s as per regular procedure at a Managing Committee, is eligible to become a Member as per Rule 2 above and is admitted as a Member of the Association, as per Rule 4.b hereinafter following. Fees to be paid by such Associate Member/s shall be determined by the Managing Committee. But such Associate Member/s will not have the right to vote.

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iii) **Honorary Member:**

The Association may enroll any person, representing any unit of the Industry or not, to be an Honorary Member of any Association, on the ground of distinguished service to the Industry or for any reason that may be thought fit , by an unanimous vote to be recommended by the Managing Committee for enrollment in a General Body Meeting. He will not be liable to pay any subscription, on being enrolled. The tenure of the membership of the honorary Member would be on yearly basis, to be decided at the Annual General Meeting or General Body Meeting.

He shall be entitled to obtain gratis on any publication of the association. He shall not have a right to vote.

4. **ADMISSION OF:**

(a) **Ordinary Members:**

An individual, firm or company desirous of enrolling, as a Member of the Association shall sign the prescribed Form giving such detail as may be required and completed in every respect and send it along with the prescribed Subscription Fee and Entrance Fee of such amount fixed by the Association for one year or part thereof to the Hon. Secretary/Joint Hon. Secretary of the Association, who will thereupon inform all Members of the Association, inviting their 'Yes' or 'No' within 10 days. Thereafter, the Managing Committee will be then, the final authority and is competent to dispose of the Application, in the normal course.

(Application Form – Appendix A). The Committee may admit the applicant to the Membership of the Association or may refuse or postpone the consideration of an application without assigning any reason for the same. They are the sole judged in determining the legibility or otherwise of an applicant for membership of Association.

Those Applications which have been passed by the Committee by a majority of its Members present at the meeting shall be admitted as Members. The applicant being admitted to the Membership of the Association shall be notified by the secretary under his signature. In the event of rejection the Entrance Fee and the Annual Subscription paid by the applicant shall be refunded to him. The applicant shall be entitled to apply again after six months from the date of rejection.

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b. Associate Members:

An Associate Manufacturer of Salt in the various States or Union Territories of India or from abroad, desirous of enrolling as an Associate Member of the Association shall sign the prescribed Application form giving such details as may be required and completed in every respect and send it along with the prescribed Entrance and Subscription Fees or without Fee of such amount fixed by the Managing Committee for one year or part thereof to the Hon. Secretary/ Jt. Hon Secretary of the Associations. The Managing Committee is then competent to dispose of the application on the merit of the applicant, in normal course. (Application Form Appendix 'A A'). An Applicant whose membership has been rejected shall not be entitled to apply again for Membership until after expiry of six months from the date on which his application was rejected by the committee.

c. Honorary Member

Kindly refer Para 3 (iii) under the head MEMBERS.

5. RIGHTS, PRIVELEGES, ENTITLEMENTS & NON-ENTITLEMENTS OF MEMBERS.

- (a) The rights and privileges of Members may in case of a Firm, be exercised by any Partner in such firm, or by any person authorized by a Power of Attorney, or letter of Delegation or otherwise to the satisfaction of the Managing Committee to sign for the Firm.
- (b) The rights and privileges of Members may, in case of a Company be exercised by a Director, Manager, Secretary or any other responsible Officer or individual authorized by a Power of Attorney, to exercise the same, or by any other person, who in the opinion of the Managing Committee, is competent to exercise the same on behalf of the Company.
- (c) The rights and privileges of a Member may, in case of an Association, be excised by an office bearer or an individual authorized by a Power of Attorney, to exercise the same or by any other person who in the opinion of the Managing Committee is competent to exercise the same on behalf of the Association.

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Nevertheless to the following reservations viz.

- (i) Every authorized representative of a Firm, Company or Association entitled to exercise right and privileges of Membership must have his name duly intimated to the Association for being registered as such in the books of the Association in order that he may exercise the aforesaid rights and privileges.
- (ii) Not more than two representatives, one of whom will be nominated as a Principal Representative and the other as an Alternative representative by a firm, company etc. shall be entitled to attend a meeting of the Association but, only one of them shall take part therein, unless specifically invited to do so.
- (iii) For such act of exercise of rights and privileges of Membership by a firm or a company, only one representative can cast a vote.

- (d) Every firm or company, which becomes a Member of the Association, shall by intimation in writing, give to the Hon. Secretary/ Joint Hon Secretary from time to time, nominate two representatives, one as Principal and another as Alternate, indicating which of them shall be eligible for election as President, Vice-President, Hon. Secretary, Jt. Hon. Secretary, Hon. Treasurer or a member of the Managing Committee. But for an appointment on any regional Committee or any other committee or sub-committee of the Association either the Principal representative or the Alternate representative can be appointed.

If any representative of a Firm, Company etc., which is a Member of the Association ceases to be a Partner of the Firm or ceases to be a Director or other representative of the company etc., or his nomination as a representative for that or any other reason ceases to be in force, or if the Firm, Company etc. ceases to be a Member of the Association and if such a Member is either a Chairman/President/Vice-President/ Hon Secretary/ Jt. Hon. Secretary/ Hon. Treasurer/ Member of the Managing Committee or any other Sub-Committee of the Association, he shall forthwith cease to hold such office on the cession of his representation in the Association.

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- (e) An Ordinary Member of the Association shall be entitled to:
- i) Obtain gratis of any publication of the Association.
 - ii) Vote at all the meetings of the association on any matter referred to the General Body of Members by circulars.
 - iii) Be elected on the Managing Committee of Association, or any other Committee / sub-Committees.
 - iv) To exercise his right to contest, propose, second or vote in any election including the election of the Managing Committee provided he has paid the Annual Subscription for the current year by 30th June of that Year or by the date of the election whichever is earlier.
 - v) An Ordinary Member of the Association shall not be entitle to:

- (i) Represent the Association for more than one elective representative seat at a time.
 - (ii) Contest election for one post of the office bearers in the Association for a period of 3 years of completion of Membership, in case of a new incoming Member.
- (f) An Associate member /Members shall be entitled to:
 - i) Obtain gratis of any publication of the Association.
 - ii) Nominate a representative for attending the meetings of the Association or other committees. Such nomination shall be made by them in writing to Hon. Secretary of the Association.
 - iii) Such nominated representative may be co-opted as a Committee Member by the Managing Committee and such co-opted Member would have the same rights and privileges as other members of the Managing Committee except the voting right.
- (g) An Honorary Member will be entitled to:
 - i) Obtain gratis of any publication of the Association.
 - ii) To take active participation in the proceedings of the Association.
 - iii) Enjoy the same rights and privileges as other Members except voting rights and right of nominating a representative on his behalf.

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6. RESIGNATION FROM MEMBERSHIP

The Members/s wishing to resign from the membership, shall give notice in writing to Hon. Secretary of his/their intention to do so. From the date of receipt of such written notice the Member/s will be deemed to have resigned and shall not participate in the affairs of the Association as from that date. The resigning member/s shall obtain full clearance of all accounts with the Association prior to tendering the resignation, but shall have no claim, for refund of Subscriptions etc. for the unexpired term of the Membership.

7. CESSATION OF MEMBERSHIP:

The member/s shall *ipso facto* cease to be a Member of the Association by a resolution passed by the Managing Committee only:-

- a) In case a Member being an individual, he dies or is adjudged as insolvent;
- b) In case a Member being an individual, he is convicted of an offence under the Indian Penal Code involving moral turpitude;
- c) In case of member being a firm, it is dissolved or adjudicated insolvent.
- d) In case of member being, an individual, Firm or Company etc He/it ceases to manufacture Salt.
- e) In case of a member being a company/Association, an effective resolution is passed by a Competent Court for winding up the Company/Association.
- f) In case a member fails to pay subscription, levy or any other dues within 6 months from the date of the same being due and within one month after the receipt of a written final reminder by Registered AD, as recommended by the Managing Committee requesting the member to make the payment of the same.

NOTE:

The managing Committee may, on an application made by any individual, Firm or Company, cease to be a member under this clause, readmit such individual, firm and company only after receipt of 100% outstanding dues till the date of re-admission or on such conditions as they think fit;

- g) In case a member sells away his salt works, then he will not continue as a Member beyond a period of six months or till he disposes of the stocks of Salt, if any, whichever is earlier unless he continues or undertakes to manufacture salt again.
- h) In case a member resigns by giving written notice.

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NOTE:

Any member who has ceased to be a Member of the Association automatically forfeits all his rights and claims upon the Association and its properties, assets and funds but shall nevertheless remain liable for and shall pay to the Association all pending dues which are due to the Association for that particular year.

Explanation:

A firm or a body corporate shall not cease to be member of the Association by reason only of a change of its constitution or by death or retirement of a Partner or Partners or Directors provided, the business of such firm or corporate is continued in the same name or by reason only of a mere change in the name of the firm or corporate without affecting materially the composition of the Partners of the firm or Corporate. The decision of the committee as to whether a Member has ceased to be a Member of the Association or not under this rules shall be final and conclusive.

8. EXPULSION OF MEMBERSHIP

The Association reserves to itself the right of expelling any member in case he or it does not act or pursue any conduct that is either in contravention of the Memorandum and Rules & Regulations of the Association or detrimental to its credit or is in any way injurious to its welfare and interest or for any other good and sufficient reason in the opinion of the Managing Committee it is thought desirable to remove him or it from his or its membership of the Association. A show-cause Notice will be served by Registered A.D. to the concerned member, to give him or it one last opportunity to explain. But further action thereafter in that behalf shall only be taken on the resolution of a General Meeting whereat three-fourth of members present has voted in favour of the proposal.

9. CHANGE IN THE NAME OF MEMBERSHIP

The Managing Committee shall have power to grant any request for change in the name of the members, in such manner as they deem fit.

10. REGISTER OF MEMBERS:

The Association shall maintain a Register of its Members with their names and addresses etc. such Register shall be open to inspection to all members during the working hours of the office of the Association.

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11. MANAGING COMMITTEE:

The administration of the affairs of the Association shall be vested in the Managing Committee of maximum 11 members comprising of:

- a) A president, two vice-Presidents, Hon. Secretary, Jt. Hon. Secretary and a Hon. Treasurer, who will then become the office bearers.. Once they are elected they shall ipso facto become members of the Managing Committee and the number of Committee members be elected will then be reduced accordingly. The Office bearers and the Members of the Managing Committee shall be elected by the General body at the Annual General Body Meeting by ballot or by mutual consent and understanding of the Members.
- b) The procedure for inviting nominations for the Office Bearers and the members of the Committee shall be followed as laid down in the Appendix B attached herewith and forming a part of the Rules and Regulations.
- c) If an unauthorized representative of a Member Salt Works duly elected to the Managing Committee is unable to attend any Committee meetings, the said representative should convey his inability to attend the meeting to the Hon. Secretary in writing and intimate the name of an alternate representative of his Salt Works to attend the Committee meeting, provided the alternate representative so nominated as an alternative should have already registered as one of the authorized representative of the Salt Works concerned, with the association.
- d) The Managing Committee shall be empowered to co-opt, if necessary not more than three Members to the Committee during the year, provided however, that the representative so co-opted shall not be representative of the same Member Salt Works already elected to the Committee. However co-opted members will have no voting rights.
- e) The tenure for the post of the Managing Committee and post of the President and Office bearers for two years. Only the President shall not be for more than two consecutive years. He can be re-elected only after a pause of two years for the same post.

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- f) VACANCY:

i) VACANCY OF THE COMMITTEE:

The Committee shall fill up by co-option any vacancy of an ordinary member thereof, occurring during the year. Non attendance of the member of the Managing Committee without giving previous notice in writing to the Hon. Secretary for three consecutive meetings of the Managing Committee will be considered a disqualification for his membership of the committee and his office shall be considered as vacant. The Hon. Secretary shall send a reminder of this rule to a member if he has absented himself for two consecutive meetings without the required notice in writing. Physical presence of the members for 50% of the total Managing Committee meetings is mandated. If the member's attendance is less than 50% as stated above than, it will automatically disqualify him to be a member in the next Managing Committee.

ii) VACANCY OF THE OFFICE OF THE PRESIDENT AND VICE PRESIDENTS;

If during the year, the post of the President or Vice President falls vacant for any reason whatsoever, then one of the Vice President, on the basis of seniority of Membership, will assume the office of the President (and a second Vice President will be elected by the remaining Managing Committee Members, on the basis of seniority of Membership) The post of Vice President falling vacant for the above or for any other reason whatsoever will be filled up from among, the members of the Committee, on the basis of seniority of Membership. Both these appointments, however, will remain effective only for remaining period of the year i.e. till the holding, of the next Annual General Meeting.

iii) NOTE:

Any Members standing for the post of the President and Hon. Secretary should have been a Member of the Managing Committee in the past or present for a minimum period of at least one year.

12 MEETINGS OF MNAGING COMMITTEE.

The Committee shall meet ordinarily at such time and place as the President of the Committee may deem fit and may make such regulations as they may think proper, as to the summoning and holding of the meetings of the Committee and for the meetings of the Committee and for the transaction of business at such meetings.

The approved minutes of their proceedings shall be circulated to all the members of the Association on being confirmed at the next meeting of the Managing Committee.

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The Committee shall ordinarily meet once in two months minimum to dispose of all communication and references and consider all the matters which may be on the agenda.

(A) Quorum:

Five Members of the Committee shall form a quorum for the transaction of the Committee's business provided however that at any adjourned meeting of the Committee any number of members not less than three may proceed to transact the business.

13. FUNCTIONS OF THE MANAGING COMMITTEE:

- i) The affairs of the Association shall be managed by the Committee, which may exercise all such powers for the purpose as are not expressly reserved by these rules to be exercised by the Association, in the General Meetings. The Managing Committee shall be the executive body to carry out the aims and objects of the Association, subject to the policy directives, issued by the General Body of the meeting, from time to time.
- ii) The Committee may delegate any of its powers to a sub-Committee consisting of such member or members of the Association as they may think fit. Any sub-committee so formed shall in the exercise of the powers so delegate, conform to any regulation/s that may from time to time be imposed on it by the Committee.
- iii) The Management of the business and the funds of the Association shall be vested in the Management Committee. In addition to the powers expressly conferred on them, the Committee shall be entitled to exercise all such powers and to do all such acts and things as may be exercised or done by the Association including carrying out of all the objects of the Association as are set forth in these Rules and Regulations and also to different earmarked funds.
- iv) The Committee will cause accounts of the association to be properly maintained. The Banking accounts or Accounts of the Association may be opened by a Resolution of the Managing Committee with any bank or banks as may be decided and any such accounts, shall be operated in the manner decided by the Managing Committee from time to time. Accounts of the Association shall be duly audited by a Chartered Accountant and the Audited Accounts together with Auditors Report thereon will be placed by the Committee before the Annual General Meeting for approval and adoption.

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- v) The President and in his absence the Vice-president shall be the Ex-Officio Chairman of the Committee and in the absence of both at a meeting, the Committee then shall elect its own “Chairman for that meeting. A representative of the firm attending the meeting in absence of the Office bearers, shall not become automatically the President or the Vice President on the ground that the Principal representative of his firm would otherwise have occupied the Chair.
- vi) The Committee shall cause records of the Association to be maintained in proper manner. Such records including the Minutes Book will be opened to all the Members of the Association during the office hours for personal reference, with prior permission of the President.
- vii) The Committee may levy subscription, entrance fee, Cess on production of Salt and modify from time to time the administrative expenses of the Association, in discharge of its functions and may frame rules for that purpose and determine the rate of Cess, fees, etc. that are to be levied.
- viii) Without prejudice to the generality of the power conferred by these Rules, the committee shall have power:
 - a) To frame from time to time such rules and regulations, as they think necessary for the purpose of managing the affairs and business of the Association which under these Rules and Regulations they are empowered to do so and alter or amend the same from time to time.
 - b) To appoint and remove the Executive, Dy. Executive, Assistant Executive or other Officer, by whatever name called and appointed/employed by the Managing Committee of the Association on a monthly remuneration and such other staff to fix their remuneration, scales, tenures and other conditions of employment, to frame and impose service rules, leave rules etc. for the staff members and from time to time, discharge/dismiss such employees of the Association as the Committee may think fit.
 - c) To receive money, as donations or gifts for the purposes of this Association
 - d) To borrow moneys, required for the purposes of this Association, with or Without such Securities, as may be determined.

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- e) To subscribe to, to become a Member of and co-operate with any chambers of Commerce Association or Body, whether incorporated or not whose objects are altogether or in part similar to those of this Association or whose objects appear likely to advance or promote the interests of this Association or its Members and to procure from and communicate with any such Chamber or Association, such information that may likely to further the objects of this Association or the interests of its Members.
- f) To appoint a Sub-Committee or Sub-Committees from amongst the representatives of Members of the Association, to consider any report on such special matters as they may deem expedient and these Sub Committee/s shall have the powers, to invite at their meetings, persons other than the Members of the association, to consult them or to take their advice in such matters as may be deemed necessary and to frame Rules regarding the working of such sub-committee/s.
- g) To delegate, subject to such conditions, as they may think fit, any of the Powers to the Sub-committee of person or person. Such Sub-Committee, will cease to exist as soon as the purpose for which it or they are appointed is over.
- h) To enter into arrangements upon such terms and subject to such conditions as the Committee may deem desirable or for working in collaboration, for a specific object or purpose, with any Association organized for the protection or better development of any activities, pertaining to the business of Salt and its bye-products, provided the objects for which such collaboration is or shall be framed, are not inconsistent with the objects of the Association, as defined, in the Memorandum of Association.
- i) To make such rules, as the committee may consider expedient, subject to ratification by the General Body, for the regulation of the joint working of the business of the Association with any other Association or for the purpose of defining the terms and conditions or the joint working of the business of such Association or as may from time to time be agreed upon between such Association and the Committee.

- j) A yearly Report of the Working of the Association shall be prepared by the Managing Committee and circulated among the members of the Association. Such report shall be submitted to the Annual General Meeting for adoption.

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ix) **SPECIAL POWERS:**

The Managing Committee inter-alia will have the following special powers:

- a) To purchase, acquire, accept as gift, give on lien for a FDR only, take on Rent/lease or let out/lease any movable & immovable property in the name and on behalf of the Association, by the majority decision, of the Managing Committee.
- b) To sell, assign or transfer or exchange and dispose of in any manner any Movable and Immovable property in the name and on behalf of the Association, provided that the Committee shall without fail, obtained prior sanction from the Extraordinary General Body Meeting.
- c) For any emergency reasons to be recorded in writing, the President or the Vice President will be competent to ask the Hon Secretary/ Jt. Hon. Secretary, to circulate any proposal or resolution to the Members of the Committee and obtain their approval or otherwise thereto and any decision so arrived at by a majority of the Members of the Committee shall be valid and effectual as s Resolution passed by the Committee at its regular session.

14. **RETIREMENT OF COMMITTEE MEMBER:**

This clause deleted.

15. **RULES OF THE COMMITTEE AND SUB COMMITTEES:**

The Committee will from time to time frame its own sub-committee rules for the purpose of regulating its proceedings and these may be amended, altered or revised as it may deem expedient from time to time.

16. **MEETINGS:**

A) **The Annual General Meeting:**

The Annual General Meeting of the Association shall be held every year on or before 30th Sept. , as the committee may decide at the Registered Office of the Association or at such place, in Mumbai , as the Committee my decide for the purpose of transaction of the following business:

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- i) To consider and adopt the Annual Report of the Association and the audited Statement of Accounts for the year ending 31st March previous thereto, and to Approve the Budget for the ensuing year, prepared by the Committee.
- ii) To nominate, if necessary, a Chairman for the ensuing year.
- iii) To elect the President, the Vice President/s, the Hon. Secretary/ Jt. Hon Secretary, the Hon Treasurer and the Members of the Managing Committee for the ensuing year only as per Appendix – B attached herewith.
- iv) To appoint an Auditor or Auditors for the ensuing year and to fix his or their remuneration and,
- v) To consider and decide on any resolution which may be duly submitted to the Meeting as hereinafter provided.

B. Ordinary General Meeting:

This shall be held during the year after the completion of 210 days from the last Annual General Meeting, when resume of the work done during the previous period will be placed before the members.

C. Extra Ordinary General Meeting:

An Extraordinary General Meeting of the Members may also be called whenever the committee may think fit.

D. REQUISITION – EXTRAORDINARY GENERAL MEETING:

The Committee may call an Extraordinary General Meeting, on the requisition in writing of at least one-third of the members of the Association, stating the object of the meeting and the text of the resolution(s) to be moved there at.

NOTE:

The business of such Extraordinary General Meetings, shall be confined to the business for which any such Extraordinary General meeting has been convened and such Extraordinary General Meeting shall not transact any business other than notified specifically.

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E. NOTICE FOR GENERAL MEETINGS:

Twenty one (21) days clear notice shall be given to the Members specifying the date, place, hour and object of the meeting, when the Ordinary / Extra ordinary General Meeting is convened by the Committee.

The accidental omission to give notice to or the non receipt of notice by any Member shall not invalidate the proceedings at any meetings.

F. RESOLUTION TO BE MOVED BY MEMBERS:

Any Member intending to move any resolution at any Ordinary/Extraordinary General Meeting other than General Meeting shall send a text of such resolution or resolutions to the office of the Association, along with explanatory notes thereon so as to reach the office of the Association at least 15 days before the day of meeting. The President or in his absence the Vice President will be the sole authority to decide whether any or all such resolution/s should be allowed to be moved at the meeting. Copies of such resolution/s allowed to be moved at the said meeting shall be sent to all the Members at least 72 hours before the hour of meeting. Non receipt of any such copy by any member for any reason whatsoever shall not invalidate the proceedings of any such meeting.

EXPLANATION:

- i) In computing, the number of days for the purpose of giving notice under this rule, the day on which the notice is issue and the day of the meeting shall be excluded.
- ii) All the Notices shall be served, Under Certificate of Posting, or Fax, or e-mail, to outstation Members and for Local members the same shall be made by hand delivery or fax or e-mail or through Under Certificate of Posting as may be convenient or expedient.

G. QUORUM

One-third of the Members or their registered representatives shall be deemed to form a quorum for a General Meeting, whether Ordinary or Extraordinary. If within 30 minutes of the hour for the meeting, no quorum is formed, the meeting shall stand adjourned to such date, hour, and place/s as the Members present at the meeting may fix.

H. ADJOURNED MEETING:

An adjourned meeting may be held after half an hour at the same place and date, but it can only transact business for which the Original meeting was called. No quorum shall be necessary for such an adjourned meeting.

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I. VOTING AT MEETING:

- i) Every Resolution submitted to the meeting shall be decided by a show of hands unless a poll is demanded. Five members and/or their registered representatives or the President shall be entitled to demand a Poll. In case of equality of votes the President shall have a casting vote in addition to his own vote.
- ii) In the event of a poll, casting of vote by proxy (Appendix C) shall be permitted. But the person in whose favour the proxy/proxies may be issued shall have to get the same registered, with the Executive half an hour prior to the commencement of the meeting venue. A member can hold more than one proxy .

J. POLL:

If a poll is demanded immediately after the declaration of the results of the count of votes by a show of hands, it shall be taken in such a manner as the President directs and the results of the Poll, shall be deemed to be the resolution of meeting, at which the poll was demanded.

K. CHAIRPERSON OF THE MEETING:

The President or in his absence the Vice President shall preside over the Ordinary General Meeting, and the **Extraordinary** General Meeting of the Association whenever convened. In the absence of both the President and the Vice President, the Members may select any one from amongst themselves to be the Chairperson for that meeting.

17. MINUTES BOOK:

- a) The Minutes of the Proceedings of the meetings of the Managing Committee and of the General Body shall be got recorded by the Chairperson, by hand, in separate books maintained for the purpose.
- b) Before the Minutes are recorded in the appropriate books, the Hon. Secretary/Jt. Hon. Secretary shall get a draft of each of such minutes approved by the Chairperson who presided at such meeting/s and then shall circulate the approved draft amongst the members concerned.

c) The Secretary shall circulate the draft of the Minutes to the Members of the Managing Committee who will then within one month from receipt of the draft of the minutes draw attention to any discrepancy, omission or error in the drawing up of the above minutes. In the absence of any objections, the draft minutes circulated shall be deemed to have been confirmed and will accordingly be recorded in the Minutes Book.

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d) The minutes so recorded in the Minutes Books then, should be confirmed at the ensuring respective meetings. The confirmed Minutes of the Managing Committee Meetings shall then be circulated among all the Members of the Association.

e) Minutes Book of the Managing Committee and/or of the General Body Meetings shall be available for inspection by Members or their authorized or nominated representatives during office hours at the office of the Association.

18. CHAIRMAN:

The Chairman nominated during this previous year will give a welcome speech at the Annual General Body Meeting and then shall propose that the President and in his absence the Vice President (according to seniority of Membership) shall be the Chairperson of the Annual General Body Meeting.

19. PRESIDENT:

The President shall generally supervise the work of the Association and extend Guidance in all matters pertaining to its activities. He will also automatically Head all Government Committees formed like CAB, Standing Committee for Salt State/Union territories- wise, State/Union Territories- wise works and Loans sub-committee Meetings, Railways/Port Committees etc.

The President and in his absence the Vice President (according to seniority of Membership) shall be the Chairperson of the Annual General Body Meeting and shall apprise the Members of yearly working of the Association.

20. VICE PRESIDENT:

The Vice President will carry out the functions as may be assigned to him by the President and act as and discharge the duties of the President in his absence, he will automatically heads State Committees like State Regional Advisory Boards and other committees as directed by the President.

21. HON SECRETARY

The Hon Secretary shall do such work pertaining to the correspondence, other routine administrative work as may be incidental to his office or as he may be directed to do the President, the Vice Prdesient and the Committee.

22. JOINT HON. SECRETARY

The Jt. Hon. Secretary shall assist the Hon. Secretary in day to day work of the Association. He shall hold the charge of Hon. Secretary in his absence.

23. TREASURER:

The Treasurer will supervise the account books, routine payments and will arrange the audit work with the Chartered Accountant. He will also prepare a budget for the ensuing year.

24. ACCOUNTING PERIOD:

The Official Financial year of the Association shall be from 1st April to 31st March of the succeeding year. The Accounts of the Association shall be closed and balanced for each financial year within four months of the ending of the financial year.

25. FUNDS:

The funds of the Association shall be deposited in scheduled banks and such part thereof, that

is not required for current expenses, shall be invested conveniently in the prescribed forms or modes as is laid down in Sec. 13(5) (b) & (c) of the Income Tax Act, 1961. Such securities shall not be sold or dealt with, except at the Direction of the Committee. The Accounts with the Banks shall be operated upon by cheques signed jointly by the President, Vice President/s Hon Treasurer, Hon. Secretary/ Joint. Hon. Secretary, so authorized. Any cheque received by the Association may be endorsed by the President, the Vice President/s the Hon. Treasurer or Hon. Secretary/ Joint Hon. Secretary, in favour of Bank to be credited thereto, in the Bank account/s of the Association only.

26. DISSOLUTION:

The Association may at any time be dissolved by a resolution of the Association passed by a majority of four-fifth of the total members entitled to vote and voting at an Extraordinary General Meeting specially convened for the purpose of which 21 days previous notice in writing has been given to all Members, specifying the intention to propose such Resolution, also specifying the disposal of the assets of the Association, as may be determined on the day to be handed over to another body, with objects identical to the Association or to a research Organization carrying out research work in Indian Salt.

Dissolution procedures as laid down under the Societies Registration Act would be followed.

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27. PROPERTY OF THE ASSOCIATION.

The Income and Property of the Association whensoever's derived shall be applied solely towards the promotion of the objects of the Association as set form in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the Members of the Association. No member of the Management Committee of the Association shall be appointed to any salaried office of the Association, paid by fees and that no remuneration or other benefit in money or money's worth shall be given by the Association to any member, except repayment of out of pocket expenses, incurred at actual, for the work carried out for the Association.

28. INDEMNITY:

The Office Bearers and members of the Managing Committee and sub-communities shall stand indemnified in respect of all acts done and any decisions taken by them, in good faith for the Association, and no individual member of Managing Committee or no individual office bearer shall be able for any act done by him or by any other member of the Managing Committee or by any of the Office Bearer/s jointly or severally.

29. ARBITRATION:

- i) Where reference to arbitration is required, the provision of the Indian Arbitration Act, 1940 and those of the Civil Procedure Code, 1908 regarding Arbitration, as in force of that time, shall apply.
- ii) Where a reference in respect of interpretation of any provision in the constitution to resolve any controversy is required, the Managing Committee shall refer at its discretion by a panel of three persons to function as adjudicators. Their decision will be final and binding and the same shall not be subject o question, in any court of law.

30. AMENDMENT:

No addition or alteration or amendment to the Memorandum and Rules & Regulations of the Association shall be effective, except the same is approved by three-fourth of the Members present at the Extraordinary General Meeting duly convened for the purpose on the

recommendation of the Managing Committee . Amendment proposed to be incorporated in the Memorandum of Association shall have to be communicated to the Members at least 15 days before the date of the meeting whether of the Managing Committee or of the General Body of the Association.

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APPENDIX – B

THE INDIAN SALT MANUFACTURERS ASSOCIATION, MUMBAI 400021.

[Refer Rule No. 11).b. of Rules and Regulations]

1. The General Body of the Association at its Annual General Meeting, each year, convened for the purpose shall elect a Managing Committee consisting of 11 Members. The date of the election shall be decided and declared at the General Body Meeting. In Circumstances where the Managing Committee is voted out at any General Body Meeting, whether Ordinary, Extra Ordinary, special or Requisitioned, the members present at such a General Body Meeting shall appoint an Adhoc Committee consisting of 5 members to arrange for the elections of the Managing Committee and to carry out day to day administration of the Association . In such circumstances the date of the election shall not be beyond a period of 45 days from the date the adhoc committee was appointed.

a) Co-option: The Managing Committee elected as per above provision shall also consist of such more members not exceeding three in number as may be co- opted by the Managing Committee provided however that co-opted member shall not be eligible for election as an office bearer of the association and such members shall have no voting right.

No member shall be taken as co-opted member on the Managing Committee, if he has contested and was not elected in the election for the current year.

b) The immediate Past President if not elected to the New Managing Committee shall be invited as special invitee to attend and take part in the proceedings of the meeting of the Managing Committee. But he shall have no right to vote in said meetings nor shall be entitled to contest for the post of an office bearer of the Association.

c) Members of the Managing Committee who have not remained physically present in at least minimum 50% of the meetings of the Managing Committee shall not be eligible for

contesting election to the Managing Committee for the next two years and they shall also not be eligible for being co-opted on the Managing Committee during that year.

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II. PROCEDURE FOR ELECTIONS:

The following are the rules & procedures which shall be observed to conduct an election of the Office Bearers and the Managing Committee members as provided for, in Rule No. 11 (b) of the Rules & Regulations of the Association:

1. Elections to the Managing Committee shall be by consensus at the AGM/ by ballot.
2. Only those members, whose name appear on the Roll of the Association and who's subscription fee for the current year is paid shall be included in the Electoral Roll to be compiled and sent by the Association's Office to such members with the notice of the election program and only such members whose name appear under the heading "Members Eligible to Vote" in such electoral roll shall be entitled to contest and vote and to propose or second any candidate at the Managing Committee election through either of the authorized representatives whose names are incorporated as such in the Electoral Roll.
3. Notice calling for nominations for the ensuring elections to the Managing Committee shall be sent to all such members whose names appear under the "Members Eligible to Vote" on the electoral roll together with a copy of the nomination form prescribed and the extracts of the Elections Rule Framed for the purpose at least 21 days before the date on which elections are proposed to be held. Members intending to contest elections shall send the nomination papers duly filled in and complete in all respects, duly proposed and seconded by the members of the Association whose names appear under the heading "Members Eligible o Vote" other than the Office bearers of the Association on the date along with the prescribed nomination fee, so as to reach the office of the Association 15 days before the date of the election.
4. The Managing Committee will appoint a Scrutiny Committee consisting of three persons, a Presiding-cum- Returning Officer, Joint Presiding-cum-Returning Officer and an Election Tribunal consisting of three persons and their names shall be intimated to the members along with the notice calling for the nominations and shall also be

displayed on the notice board of the Association. The names to be notified shall be for information only and shall not be opened to question.

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5. The scope and function of the Scrutiny Committee shall in general be as under:
- (a) The members will elect one of them to be the Chairman of the Committee.
 - (b) Nomination forms received by the Association shall be scrutinized by the Committee at its meeting held on the day after the last date, fixed for the receipt of nominations. If that day happens to be a holiday, the said meeting will be held on the succeeding working day. Such scrutiny will be based mainly on the following points:
 - (i) to verify the nomination paper is received in time.
 - (ii) to verify that full nomination fee has been paid.
 - (iii) to verify that the candidate, proposer and seconder are the authorized representatives of the members, and that their names and name of the members they represent appear on the Electoral Roll under the heading "Members eligible to vote".
 - (iv) to verify that neither office bearer nor any member whose name does not appear in the Electoral roll under "Members eligible to vote" has proposed or seconded the candidate.
 - (v) to verify that there is no over-writing or irregularities in the nomination form and that the form is complete in all respects.
 - (vi) to verify that nomination form contains the signature of the candidates, proposer and seconder and that these signatures tally with the respective specimen signature on the records of the Association and the description whereof tallies with respective names appearing in the electoral roll.
 - (vii) The scrutiny committee will record its findings on every nomination form and shall give its report and finalize the list of candidates whose nominations have been found to be valid and also whose nominations have been rejected on the same day of the scrutiny committee meeting. Scrutiny

Committees Report is final and abiding to all the members. Scrutiny committee will not have any right to review their report submitted earlier.

6. Only the candidates contesting the election will be entitled and allowed to be present at the meeting of the scrutiny Committee and to raise objections, if any, on other Nominations Forms. President, or in the absence of the President, Vice President/s and Hon. Secretary will be entitled to be present at the meeting of the Scrutiny Committee.

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7. Contestants present at the time of scrutiny can submit their grievance before the Scrutiny Committee then and there and obtain a decision on the spot. The decision of the scrutiny Committee shall be final and binding.
8. The scope and functions of the Presiding-cum-Returning Officer Jt. Presiding-cum-returning officer shall in general be as under:
 - a) He will generally supervise all arrangements made by the Association for the elections, count the votes polled and declare the results;
 - b) All the ballot papers issued to voters for exercising their voting rights shall be initiated by the President-cum-Returning Officer.
9. **The scope & function of the Election Tribunal shall, in general be as under:**

A member challenging the validity of the election of any candidate shall send objections in writing to the Association within 7 days after the declaration of the results of election by the President-cum-Returning Officer together with fee of Rs. 100/- or such amount which may from time to time be prescribed by the Managing Committee for the purpose. The Managing Committee shall appoint a Tribunal comprising of three persons who shall then elect one of them as the Chairman amongst themselves. The Association shall forward such objection to the Tribunal and that Tribunal shall be authorized to call for any evidence it deem necessary and relevant to decide the issues raised. The Tribunal shall frame its own rules of business and shall adopt such procedure as it deems fit and expedient. The decisions of the Tribunal shall be communicated to the members challenging the election and also to the Association and any such decisions shall be final.
10. The list of members contesting the election whose nomination papers have been determined to be valid by the scrutiny committee shall be displayed on the notice board of the Association and shall be sent to the candidates concerned within 24 hours from the time fixed for the scrutiny.

11. The Hon. Secretary will forward two nomination papers along with the Notice of the Annual General Meeting, one for the election of the Office bearers and one for the Committee Members.
12. The Authorized representative of the members can contest for any one of the above seats i.e. for the seat of an office bearer as well as Committee Member, provided that only one of the authorized representative of a member, firm, company or individual can file his nomination.

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13. The nomination papers that are sent to members or a typed replica thereof must be fully and clearly completed. Incomplete or illegible entries are likely to be rejected.
14. Each nomination must be proposed by member signing through their authorized representative and seconded by another member likewise signing through their authorized representative/s. The proposed candidate must sign the nomination papers signifying his consent to the proposal.
15. Completed Nomination Papers in a sealed envelope must be returned to the Hon. Secretary of the ISMA by Registered Post or by Courier before the close of the 15th day of the issue of the Circular Notice.
16. The Hon. Secretary will open the sealed Nomination paper in the presence of either the Vice-President or the President who will divert the same nomination papers to the Scrutiny Committee appointed by the Managing Committee who will determine the validity thereof. The list of valid Nomination will be circulated to the members so as to reach them at least 3 days prior to the date of the Meeting.
17. **Withdrawals:** A candidate wishing to withdraw from the election can do so by informing the association in writing before the commencement of the AGM.
18. There shall ordinarily be 11 members to be elected on the Managing Committee. If the nomination filed and found valid are of an equal number i.e. 11, all such candidates shall be declared elected unopposed. If the number of such candidates is in excess of 11, election shall be held by the General Body Meeting convened for the purpose and those 11 candidates who have secured highest votes shall be declared elected. If however, the number of contestants is less than 11 but not less than 8 after declaring them elected unopposed, the

remaining seats shall be filled in by nominations by those members declared elected unopposed. The members so nominated shall be considered at par with those elected in all respects. In case the number of contestants being less than 6 the election will be required to be held again.

19. Election time: The time for election shall be fixed by the Managing Committee.

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20. Since election of the Office bearers and Members of the Committee are to take place at the AGM by ballot, voting papers will be issued to the Members by the said meeting when the concerned items of Agenda are reached during the proceeding of the meeting.
21. Separate voting papers will be issued for election of the Office bearers and for the Committee Members.
22. **Canvassing:** Canvassing of any nature shall not be permitted on the day of election within the premises of the association and within any enclosing where voting is made. Non compliance of this rule shall disqualify the candidate who carried out or for whom any member carried on canvassing. The Presiding cum – Returning officer’s decision on this point shall be final and binding on all.
23. Voting will be marking “X” (cross) against the name of the candidate in whose favour the voter desires to cast his vote. So also the ballot which has over writing of “X” mark not properly placed shall be liable to be rejected at the discretion of the Presiding-cum-Returning Officer.
24. Only “X” (cross) is to be marked against the name of any candidate.
25. Maximum number of votes each member is entitled to cast are:
a) For office bearer - 6
b) For Committee Members - 5
Any marking in excess of the above on the voting paper will render it invalid.
26. **Counting of Votes:**
Soon after the voting is over, the Presiding –cum- Returning Officer shall commence counting of votes and shall declare the results immediately. In case of equality of votes, lots will be drawn by the Presiding-cum-Returning Officer and then declare the winner. The contesting candidates can remain present during the counting of vote, if he so desires.

27. The President shall entertain any complaint regarding the voting or the ballot paper, if submitted in writing, within 24 hours of the closing of the General Meeting and if he finds the complaint genuine, he will order out re-counting of the votes and declare the findings by a Circular to all Members, if necessary.
28. The President shall order the ballot paper used in voting to be maintained in sealed condition for period of six months after the date of the meeting.

-End-