

CONSTITUTION (AMENDED ON 18 MARCH 2014)

CLAUSE 9 DUTIES OFFICE BEARERS

- 9.1 **The President** shall act as the Chairman of the Board of Management and shall preside on all respective meetings of the Executive Committee and of the Board of Management. The President, or any member of the Executive Committee nominated by him, shall represent the Association in any of its dealings with persons or organisations outside or with the press. The President or any member of the Executive Committee appointed by him, shall be one of the signatories to all the financial transactions of the Association.
- 9.2 **The Deputy President** shall act for the President in his absence. The Deputy President shall be one of the signatories to the financial transactions of the Association.
- 9.3 **The Vice Presidents** shall assist the President and the Deputy President whenever necessary. In the absence of both the President and the Deputy President at an Executive Committee Meeting, the Executive Committee shall have the power to elect one of the two (2) Vice Presidents to act in the capacity of President for the purpose of carrying out the duties of the Association.
- 9.4 **The Honorary Secretary** shall conduct the business of the Association in accordance with the rules and regulations contained herein and shall act in accordance with policies and decisions made at the General Meetings, the Board of Management and Executive Committee meetings. He shall be responsible for conducting all correspondences and for the keeping all books, documents, and papers except the accounts and financial records of the Association. He shall attend all meetings, and keep a record of all proceedings of the General Meetings, the Board of Management and the Executive Committee Meetings. Together with the President, the Deputy President and the Honorary Treasurer, the Honorary Secretary shall be one of the signatories of the financial transactions of the Association. He shall keep a membership register and shall file annual return within 60 days from the date of the Annual General Meeting to the Registrar of Societies.
- 9.5 **The Honorary Treasurer** shall be responsible for all monies and other valuables of the Association and for the full and accurate accounting of receipts and disbursements in the conduct of the financial affairs of the Association. The Honorary Treasurer shall be a signatory to the financial transactions of the Association together with the President, the Deputy President and the Honorary Secretary. The Honorary Treasurer shall have the power to disburse funds of the Association as approved and sanctioned by the Board of Management or under its direction the Executive Committee. The Hon-Treasurer shall issue receipts for monies received by and on behalf of the Association. The Honorary Treasurer shall render to the Board or the Executive Committee at its regular meetings, or whenever required to do so, an audited account of the financial transactions and the financial status of the Association. He shall serve on any Committees or Sub-Committees involved in the financial transactions of the Association.