

Bye Laws No. 141

Functions of the Secretary.

The functions of the secretary of the society shall be those mentioned below:

Sr. No.	Items of the functions	Bye Laws No. under which it falls
(1)	(2)	(3)
1	To issue share certificate to members within the stipulated period and the prescribed manner .	9 and 10
2	To deal with resignation from members including associate and nominal members .	27 to 30
3	To enter nominations and revocations thereof in the Nomination Register.	33
4	To inspect the property of the society .	48(a) and 159
5	To issue notices regarding repairs to be carried out in galas.	48(b)(c)
6	To deal with cases of expulsion of members .	51 to 56
7	To deal with cases of cessation of membership , including associate and nominal membership.	61
8	To deal with the applications for various purposes received by the society.	65
9	To prepare and issue demand notices/bills for payment of the society's charges.	70
10	To bring cases of defaults in	71

	payment of the society's charges to the notice of the committee.	
11	To issue letter of allotment of galas.	76(a)
12	To issue notices and agenda of all meetings of the general body.	99
13	To record the minutes of all the meetings of the general body.	109
14	To call the first meeting of the newly constituted committee.	123(b)
15	To issue notices of all the meetings of the committee	133
16	To attend meetings of the Committee and to record minutes thereof	137
17	To maintain account books, register and other records, unless otherwise decided by the committee.	144
18	To finalise account of the society in the required manner.	147(a)
19	To produce records of the society before different authorities concerned with the working of the society with the consent of the Chairman.	153
20	To prepare the audit rectification reports in respect of audit memos received from the Statutory and Internal Auditors.	154
21	To bring breaches of the bye- laws by the members of their notices under instructions from the committee.	166

22 To discharge such other functions under the MCS Act 1960, the MCS Rules 1961 and the Bye Laws of the society and directions of the Committee and the directions of the Committee and the general body meetings, as are not expressly mentioned hereinabove.

23 To place the complaint application with facts, 174
before the Committee, in the coming meeting.

(IN ADDITION THE FOLLOWING ITEMS AT SR. NOS. 24 AND 25 ARE
APPLICABLE TO PLOT PURCHASE TYPE SOCIETY.)

24. To issue letters of allotment of galas or cancellation 76(a) & (c)
thereof.

25. To handover possession of galas to members under 76(b) (ii)
instructions from the Committee.

Note on this Bye-laws :-