



## POWERS OF THE OFFICE BEARERS

### 1. PRESIDENT:

The Principal of Institute of Hotel Management, Catering Technology and Applied Nutrition, Alto – Porvorim, Bardez, Goa – 403521, shall be the President of the Association and shall act as the President during the tenure, he continues as the Principal of the Institute, unless he delegates his power in writing to his deputy.

The President shall preside over all the meetings of the Association and the Managing Committee. He has the power to supervise the working of the Association and its office. The President shall also have the right to convene and to attend all committee, sub-committee and sub-unit meetings.

The President shall vote on decisions/resolutions only in case of a tie.

### 2. VICE PRESIDENT:

In the absence of the President or on express request of the President, the Vice-President shall act for the President and carry out his duties.

### 3. GENERAL SECRETARY:

- a. The General Secretary shall be the Chief Executive of the Association and shall be responsible to the Managing Committee and the Association for all his/her acts, deeds and things done by him/her in pursuance of the objects of the Association.
- b. He/she shall be custodian of all the records and registers of the Association.
- c. The General Secretary shall maintain an up-to-date register of the members showing therein the name, address and occupation of each member. He/She shall also maintain a list of the members of the Managing Committee, their names, address and occupation.
- d. The General Secretary shall report to the Managing Committee and to the President from time to time regarding the day-to-day affairs of the Association.
- e. He/She shall act as a convenor and secretary at all meetings of the Association and the Managing Committee.
- f. He/She shall exercise all such powers and do all such deeds and things as may be delegated by the Managing Committee from time to time.
- g. He/She shall draw the minutes of the meetings and endorse resolutions.

### 4. TREASURER:

- a. Shall receive all money, funds, and income on behalf of the Association.

- b. He/She shall keep and maintain accounts of all income and expenditure of the Association.
- c. He/She shall keep the Managing Committee informed of the financial position of the Association.
- d. He/She prepare the statement of accounts of the Association and present it to the Managing Committee.
- e. He/She shall arrange for the audit of the accounts of the Association.
- f. He/She shall issue receipts for the fees, donations and other collections received by the Association and the vouchers for the payments made on behalf of the Association.
- g. He/ She shall make only such disbursements as are sanctioned by the Managing Committee and certified by the President.
- h. He/she shall deposit any amount exceeding Rs.5000/-, which is not required for immediate payment; to the account/s of the Association.
- i. He/She shall exercise all such powers and do such acts that the Managing Committee may delegate from time to time.

#### **5. REPRESENTATIVE OF A SUB UNIT:**

- a. Shall be a member elected by the majority of the members present at the elective meeting held just prior to the Elective General Body Meeting.
- b. He/She shall hold office for three years.
- c. He/She shall be the Co-ordinator and liaison between the members of his/her sub unit and the Association.
- d. He/She shall endeavour to see that all the alumni under his/her jurisdiction are enrolled and are members of the Association.
- e. He/She shall convene the meeting of the members of his/her sub-unit at least twice a year, either immediately before or after the General Body Meeting of the Association. He/She may also convene the meeting of the members of his/her sub unit as and when required under intimation to the Managing Committee. The notice for the meetings of the sub units may be given to the members through any appropriate medium as agreed upon by the members of the respective sub units.
- f. He/She shall maintain and preserve the minutes, the records and the documents of the sub-unit.
- g. He/She shall report to the Managing Committee from time to time, regarding the functioning of the sub-unit and also the plans, programmes, achievements and grievances of the sub unit.

#### **NOMINATION**

“In case of resignation or death of either Secretary or Treasurer or in case of inability to discharge his/her duties and exercise his/her rights the Managing Committee may nominate one of their members to act as Secretary or as Treasurer in a Temporary Capacity.”