

THE CHARTERED ACCOUNTANTS STUDENTS' ASSOCIATION RULES

A. General

1. Short Title – These Rules may be called the Chartered Accountants Students' Association Rules.
2. In these Rules unless there is anything repugnant in the subject or context:-
 - (i) “Central Council” means the Council of the Institute of Chartered Accountants of India.
 - (ii) “Regional Council” means the Regional Council constituted under the Chartered Accountants Act, 1949.
 - (iii) “Student Association Managing Committee” means the governing body of the Students' Association constituted in accordance with Rule 13.
 - (iv) “Student” means an audit or articled clerk undergoing training under the Chartered Accountants Regulations 1949”.
 - (v) The definition of words and phrases given in the Chartered Accountants Act, 1949, and Chartered Accountants Regulations, 1949, shall apply to these Rules also.

B. Title, Extent and Commencement

3. The Students' Association shall be known by the names of Western India Chartered Accountants Students' Association, Mumbai, Southern India Chartered Accountants Students' Association, Chennai, Eastern India Chartered Accountants Students' Association, Kolkata, Central India Chartered Accountants Students' Association, Kanpur, Northern India Chartered Accountants Students' Association, Delhi.
4.
 - (a) The Central Council may set up a Branch of a Students' Association in any city and may determine its functions.
 - (b) The Branch of a Students' Association shall, at all times, function subject to the control supervision and direction of the Central Council exercised through the Regional Council or the Regional Students' Association, and for the purpose the Council may issue directions, amend and vary them from time to time.
 - (c) The names of the audit and articled clerks residing in the city and within a distance of 16 kms. from the city limits, where there is a Branch of Students' Association, shall be entered on the Branch Register.

5. These Rules shall come into force on April 1st, 1957.
6. If any difficulty arises in giving effect to any of provision of these Rules, the Central Council may, in such manner as it may decide, make such provisions or give such directions as appear to be necessary for the removal of the difficulty.

C. OBJECTS AND ACTIVITIES

7. The Student's Association may perform all or any of the following functions:-
 - (i) Develop Social Contacts and a spirit of fellow-feeling among the students.
 - (ii) Promote social, cultural and intellectual development of the students.
 - (iii) Assist in the education of student in the recent developments in trade, commerce and industry especially these affecting the maintenance of their accounts, office routine and audit procedures.
 - (iv) Organize lectures, meeting debates, seminars, study circles and other means of cultural association for the education of students.
 - (v) Establish and maintain libraries and/or Reading Rooms for the use of students.
 - (vi) providing facilities to students like book-banks etc.
 - (vii) Make representations to the Central and Regional Council on matters concerning the common interest of the students.
 - (viii) Maintain a Register of Members of the Association.
 - (ix) Organise trips and tours to important factories and industrial organizations and also to places of historical and educational importance.
 - (x) Providing facilities to students, including the construction of hostels and to raise funds for this purpose by donations from members, students and others through such means as might be approved by the Council.
 - (xi) Such other functions as the Regional Council concerned may prescribe for the attainment of the aforementioned objectives.

D. ADMISSION ON THE STUDENTS' ASSOCIATION REGISTER AND FEES.

8. The names of all the articled and audit clerks who enter into articled or audit service on and after 1st April, 1957 shall be entered on the Register of Members of the Students' Association of the Region in which they will be residing. All such articled

and audit clerks shall pay a membership fee of Rs. 25/- to the Central Council, alongwith their application for registration of their service as articled or audit clerks.

9. Any articles or audit clerks, who have entered into service prior to 15th April, 1957 shall also be eligible to become a member of the Students' Association on his making an application in the form specified and on his paying a sum of Rs. 25/- for the said purpose.
10. The membership of the Students' Association of an articled/audit clerk shall cease on the day, following the date of completion of his training.
11. Upon transfer of the services of an audit or articled clerk as a result of which he resides in a Region different from the one in which he had been previously residing his membership of the Students' Association shall also be transferred.
12. Upon completion or cancellation or transfer of audit or articled service the name of the student shall be removed from the Register of members of the Students' Association concerned and shall thereafter cease to be its member.

E. CONSTITUTION OF STUDENTS' ASSOCIATION MANAGING COMMITTEE

13. There shall be a Managing Committee of the Association for the management of the affairs of the Association and for discharging the functions assigned to it under these Rules. The Students' Association Managing Committee shall be composed of :-
 - (a) 12 persons elected by the members of the Association from amongst the members of the Association; and
 - (b) 3 members of the Regional Council nominated by the Regional Council of which one shall be nominated by such Council to be the Chairman of the Students' Association Managing Committee.
 - (c) The members of the Managing Committee elected at the Annual General meeting under Rule 31 shall assume office from the 16th September next following the date of the Annual general Meeting at which they are elected and shall hold office ordinarily for a period of one year.

F. ELECTION TO AND FUCTIONS OF THE STUDENTS' ASSOCIATION MANAGING COMMITTEE

14. Election shall be conducted as hereafter provided. If a dispute ever arises regarding any such election the dispute shall be referred to the Regional Council concerned and its decision shall be final.

15. The person nominated to the office of the Chairman by the Regional Council shall be the Chairman of the Students' Association Managing Committee.
- (16) (1) The Students' Association Managing Committee shall, at its meeting held, as far as may be, in the latter half of month of September every year, elect the Vice Chairman, the Secretary and Treasure thereof and so often as any of these offices becomes vacant, the Students' Association Managing Committee shall choose another person from amongst its members to hold that office.
- (2) If within half an hour from the time appointed for a meeting convened for the purpose of Sub rule (1), a quorum as provided is not present, the said meeting shall stand adjourned to the same day in the next week at the same time and place and at such adjourned meeting of the Managing Committee, the members present not being less than 2, of whom atleast one is a member nominated by the Regional Council on the Managing Committee of the Students' Association, shall form the quorum and shall have the power to transact all the business which could properly have been transacted at the original meeting, if the necessary quorum had been present.
- 17 (i) The Students' Association Managing Committee shall in addition Constitute from among its members the following sub-committee.
- (a) Executive Sub-Committee.
(b) Finance Sub-Committee.
- (ii) The Managing Committee may also form such sub-committee as it deems necessary for carrying on its activities and co-opt on such sub-committees such number of members as it may decided, not exceeding two third of the members of the sub-Committee.
18. The Chairman of the Students' Association managing Committee shall be the Chief Executive authority of the Students' Association Managing Committee. The Chairman and Vice Chairman shall be Chairman and Vice Chairman respectively of the Finance and Executive Sub-Committees, other sub committees may elect their own Chairman and Vice Chairman.
19. The Finance Sub-committee shall consist of the Chairman, Vice- Chairman and one nominee of the Regional Council (other than the Chairman and Vice-Chairman) on the Students' Association Managing Committee and two student-members of the Students' Association Managing committee. The Executive Sub- Committee shall consist of not less than five but not more than seven members.
20. The Chairman shall continue to hold office so long as he is a member of the Regional Council and so long as a new Chairman has not been nominated by the Regional Council. The Vice Chairman, Secretary and Treasurer shall hold office until the meeting of the Managing Committee contemplated in Rule 16 for the purpose of

electing the new office bearers, but the retiring office bearers shall be eligible for re-election subject to other provisions of these Rules.

21. Resignation of Membership and Casual vacancies:-

(i) Any member of the Students' Association Managing Committee may at any time resign his membership by writing under his hand addressed to the Chairman, and the seat of such member, shall become vacant when such resignation is accepted by the Chairman of Students' Association Managing Committee.

(ii) A Member of the Students' Association Managing Committee shall be deemed to have vacated his seat if he is declared by the Students' Association Managing Committee to have been absent without sufficient excuse from three consecutive meetings of the Students' Association Managing Committee, or if he ceases to be a member of the Students' Association under rule 10 or for any other reason.

(iii) Any casual vacancy in the Students' Association Managing Committee shall be filled up by co-option by the Students' Association Managing Committee from amongst the members of the Association concerned and the person co-opted shall continue as a member of the Students' Association Managing Committee until the next general meeting.

(iv) No act by the Students' Association Managing Committee shall be called in question on the ground merely of the existence of any vacancy in, or defect in the Constitution of that Managing Committee.

22. The Finance sub-committee at its first meeting each year shall prepare a budget for the incoming year, and after the same has been approved at a meeting of the Students' Association Managing Committee, the budget shall be sent to the Regional Council concerned for its approval. The expenditure of the Managing Committee shall be regulated in accordance with the budget sanctioned by the Regional Council concerned.

23. The Executive sub-committee at its first meeting each year shall draw up a program of activities of the Association to be undertaken during the incoming year. A copy of the programme after the same has been approved by the Students' Association Managing Committee shall be sent to the Regional Council concerned for obtaining such guidance as it may consider necessary to give in regard to the activities of the Association.

24. Staff, Remuneration and Allowance:-

(i) For the efficient performance of its duties, the Students' Association Managing Committee may;

(a) Appoint necessary staff as it deems necessary;

- (b) require and take from any member of the staff such security for the due performance of his duties as the Students' Association Managing Committee considers necessary;
- (c) fix the salaries, fees, allowance and other conditions of service of the servants of the Students' Association Managing Committee.

Provided, however that no member of the Students' Association Managing Committee shall be paid any remuneration or allowance for services rendered by him.

25. Subject to the foregoing provisions the sub committees shall exercise such functions and be subject to such conditions in the exercise thereof as may be decided by the Students' Association Managing Committee.

26. (1) The Students' Association Managing Committee shall meet at least once every six months :

Provided that the Chairman or any three members of the Managing Committee may ask the Secretary to call a meeting on a particular date and time.

(2) The Secretary to the Managing Committee shall issue notice at least 14 days before the date of the meeting in writing by post or otherwise to every member of the Managing Committee.

Provided that the said Secretary may issue notice at a shorter period if it was unanimously decided and agreed to by the members of the Managing Committee in advance:

Provided further that if any two of the following, namely the Chairman, the Vice Chairman and the Secretary of the Managing Committee, considered it necessary, a meeting of the Managing Committee may be convened at a shorter notice not being less than 7 days.

(3) In the absence of the Secretary, the Chairman may issue the notice for the meeting either himself or empower another member of the Managing Committee to do so.

(4) The Notice shall contain the time, date and place of meeting and as far as possible the business to be transacted thereat.

(5) Except as provided for under Rule 16(2), no business shall be transacted at any meeting unless there is a quorum of 5 members personally present, of whom atleast one is a member nominated by the Regional Council on the Managing Committee of the Students' Association. If the said quorum is not present at a meeting, the meeting concerned shall stand dissolved.

27. Finances of the Students' Association Managing Committee:-

(i) There shall be established a fund under the management and control of the Students' Association Managing Committee into which shall be paid all moneys received by the Students' Association Managing Committee and out of which shall be met all expenses and liabilities properly incurred by the Students' Association Managing Committee.

(ii) The funds of the Students' Association shall be kept in one of the scheduled banks approved by the Central Council in this behalf. The bank account shall be jointly operated by the nominee member of the Regional Council and the Treasure of the Students' Association.

(iii) The Students' Association Managing Committee may invest any money for the time being standing to the credit of the fund in any Government Security or in any other Security approved by the Regional Council concerned.

(iv) The Treasure shall maintain or cause to be maintained proper accounts of the assets and liabilities and also of the moneys received and expended and shall deal with matters in respect of which such receipt and expenditure take place. The Treasure shall also be responsible for submission of accounts in time to the Regional Council.

(v) The Students' Association may collect voluntary contributions for any specific activity with prior sanction of the Regional Council.

(vi) All the properties, assets and funds of the Association shall at all times vest in the Central Council but the Managing Committee shall have the right to administer them subject to control and direction of the Central Council and /or any of its Committee through the Regional Council concerned.

(vii) The Annual accounts of the Students' Association shall be subject to audit by a Chartered Accountant in practice or a firm of such chartered accountants appointed by the Regional Council concerned to audit its accounts. The accounts of the Students' Association and its branches, if any, shall be incorporated in the accounts of the Central Council for the year.

(viii) As soon as may be practicable at the end of each year ending on 31st March, the Students' Association Managing Committee shall submit to the Central Council and the Regional Council concerned a copy of the audited accounts and its report for that year and copies of the said accounts and reports [shall be supplied free of any charge to the Members of the Association on request].

28. MEMBERS ELIGIBLE TO VOTE –

(i) Every student who is a member of the Students' Association on the 1st day of April shall be entitled to vote provided he continues to be a member on the date of election.

(ii) Every student who fulfills the requirement at (i) above shall be eligible to stand for election to the Managing Committee of the Students' Association to which he belongs provided the un-expired period of training is not less than 12 months as on 16th September of that year.

29. Any person desiring to stand for election shall submit a nomination to the Chairman of the Students' Association Managing Committee duly signed by the candidate and by the proposer and seconder, both of whom shall be persons entitled to vote in the election so as to reach the said Chairman at least 10 days prior to the Annual General Meeting at which the election is to take place.

30. Each nomination shall be accompanied by a fee of Rs. 10/- which will not be refundable under any circumstances.

31. The election of the Managing Committee shall be held every year at the Annual General Meeting of the Students' Association.

32. The election shall be by poll of members present at the meeting. No proxy will be allowed.

33. (i) The names of all candidates elected shall be announced at the meeting by the Chairman of the meeting and his declaration shall be final.

(ii) Where the number of candidates for election to the Managing Committee is less than the number of members to be elected, the remaining seats may or may not be filled up at the discretion of the Regional Council concerned, and in case the Regional Council decided that the remaining seats be filled up, the same shall be filled-up by co-option by the Managing Committee in consultation with the approval of the Regional Council and the persons so co-opted shall hold office until the expiry of the term or the dissolution of the Managing Committee or the Students' Association.

G. ANNUAL GENERAL MEETING

34. The Students' Association Managing Committee may summon a meeting of the members of the Association as often as it may think fit and proper:

Provided that such a meeting shall be called and held at least once in every year.

35. One General Meeting shall be held between 1st day of July and the 31st day of July every year and that meeting shall be called the Annual General Meeting.

36. At least 21 day's notice of the meeting specifying the day, place and hour of such meeting and in case of special business the general nature of such business shall be given.

37. Every member of the Association on the Association Register shall be entitled to table any proposals or resolutions for the consideration of the meeting of the members:

Provided such proposals etc., are received by the Secretary of the Students' Association Managing Committee at least 28 days before the date of meeting. Any such proposals received after the prescribed time will be treated as proposals for the next following meeting of the members unless admitted by the Chairman of the earlier meeting.

Provided, however, the nominations to the Students' Association Managing Committee may be sent to the Chairman of the Students' Association Managing Committee so as to reach within ten days of the Annual General meeting. The nominations received need not be circulated among the members but will be announced at the Annual General Meeting.

38. The business of the Annual General Meeting shall be to receive the report of the Students' Association Managing Committee, to note the accounts and to transact such other business as may be brought before the meeting with the permission of the Chairman.

39. The Chairman or in his absence the Vice-Chairman of the Students' Association Managing Committee shall be the Chairman of the General Meetings of the Students' Association. In absence of both, the members may elect any one of the members present as Chairman of the meeting.

40. Twenty members personally present shall form a quorum. No business shall be transacted at any General Meeting unless the requisite quorum be present at the commencement of the business.

41. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place and at every such adjourned meeting the members present, whatsoever their number shall have power to transact all the business which could properly have been transacted by the original meeting, had the necessary quorum been present thereat.

42. All decisions at all meetings shall be taken by a majority of votes. In case of equality of votes, the Chairman shall have a casting vote in addition to his original vote.

43. Dissolution – notwithstanding anything contained in these Rules the Students' Association shall be dissolved if after giving proper hearing to the Managing Committee of the Association, the Central Council decides to dissolve the Students' Association. On

the dissolution of the Students' Association all its property, assets and funds shall vest in the Central Council.

44. Misconduct-

Any breach of the Rules committed by the members of the Managing Committee of the Students' Association shall be treated as misconduct within the meaning of Regulations 66 and 79, as the case may be, of the Chartered Accountants Regulations, 1988, it may inter alia, includes the following:-

- (i) Breach of any provision of the Chartered Accountants Act, 1949 and the Regulations made thereunder.
- (ii) Collecting funds by the Association without approval of the Regional Council.
- (iii) Mis-appropriation of funds of the Association.
- (iv) Submission of memorandum or representation to any Government or other authorities without approval of the Central Council.
- (v) Not maintaining Proper accounts.
- (vi) Not handing over the charge (including the papers, files, account books cash etc.) by the old office bearers of the Association to the new office-bearers of the Association after election.
- (vii) Issuing any undesirable circular among the members of the Students' Association or giving press releases without approval of the Regional Council.
