

R. No 476

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RPO

- (e) To do and make to do functions as prescribed by the general meeting.
- (f) To use and to delegate it's own functions, duties and rights.
- (B) Vice-president :
- (a) In the absence of the president to use right provided by the president as of functions, duties.
- (b) To do and make to do functions as prescribed by the general meeting and the Executive Committee.
- (c) General Secretary :
- (a) To call the meeting remaining under the direction of the president.
- (b) Writing minute of the decision of the meeting and to maintain the record.
- (c) To do and make to do functions as the chief of the secretariat of the organization.
- (d) To keep securely, updated and truly the record and documents of the organization concerning to him/her.
- (e) To make effective, systematic and fair administration of the office of the organization, doing necessary work and function and to operate all office relating to administration.
- (f) To bring the resolution as of the objective of the organization into the discussion and make to made decision.
- (g) To submit annual progress report and program in the annual general meeting passed by the organization.
- (h) To exchange all types of agreements, correspondence and letter about organization and institutions.
- (i) To implement and make to implement the decisions of the organization made at time to time and to take all responsibility and liability of that.
- (j) If 51% (fifty one) member of the executive member demand to call meeting of the Executive Committee then to call the meeting of the Executive Committee within 7 days.

