

In Non-Judicial Stamp Paper

INDIAN ACCOUNTING ASSOCIATION, BRANCH AGREEMENT & BYE-LAWS OF ASSOCIATION OF PERSONS (AOP)

This written declaration of AOP, hereinafter referred to as 'Branch', is made on this _____ day of _____ 2025, by the undersigned signatories, of this deed.

Whereas, this 'Branch' is decided to be formed in the name of "**Indian Accounting Association, _____ Branch**" to **operate** as an affiliate member of **Indian Accounting Association (IAA)** (Registration No. 5058/ 1 / 1983 / Date 17/03/1969)

And whereas, for diverse and other reasons it is thought fit to put into writing the purposes / objects of the said branch and the manner in which the branch is to be managed and administrated, and hence it is being put into writing.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Name:** The Name of the Branch shall, so long as it continues to be an Affiliate Member of the Indian Accounting Association, be "**Indian Accounting Association, _____ Branch**". Upon ceasing to be an Affiliate Member of the Indian Accounting Association, the branch shall not use the name of the Indian Accounting Association as prefix or suffix or in any other manner.
2. **Office Address:**
The Branch is located at _____
or at any other place as may be decided from time to time.
3. **Aims and Objectives of the Branch:**
The aims and objectives of the Branch are as follows:
 - a. To promote and disseminate knowledge of accounting and its related subjects.
 - b. To undertake studies of the existing accounting practices in the state/nation and to develop sound accounting principles.
 - c. To collaborate with other similar organizations within the state/outside the state, and
 - d. To undertake and encourage research in the field of accounting for industrial and commercial organizations as also for the overall progress of the state/nation.
4. **Activities of the Branch:**
 - a. Organizing and convening conferences, seminars, and symposia and arranging workshops, lectures, exhibitions, and competitions.
 - b. Publication of bulletins, reports, e-bulletins, books, pamphlets, e-contents, and other teaching and research materials.
 - c. Preparation of 'Accounting Glossary' in regional languages, handbooks, manuals, and books in English, Hindi, and other Indian languages and the propagation of accounting knowledge by the publication of accounting literature in Indian languages.
 - d. Collection and preservation of accounting history, records, and manuscripts in digital form, and their translation in regional languages.
 - e. Organizing summer schools, faculty development programmes, and other special programmes.
 - f. Certification programmes like GST, ACCATHON and Accounting Quiz shall be conducted in association with IAA
 - g. Undertaking such other activities as may be necessary for furtherance of the Branch's aims and objectives.

All the activities of the Branch can be conducted through Hybrid/Offline/Online Mode under intimation to Central Office, IAA.

5. **Membership:**

The life members of the Indian Accounting Association who are desirous of being members of this branch shall be the life members of the Branch.

6. **Termination of Membership:**

The termination of membership shall be guided by the guidelines of the Indian Accounting Association.

7. **General Body of the Branch:**

The General Body of the Branch shall consist of all the Members of the branch.

8. **Office Bearers and Executive Committee of the Branch:**

The General Body of the branch shall elect the following Office Bearers, and other members of the Executive Committee, from amongst the life members of the branch:

- a) **Chairman**
- b) **Vice-Chairman**
- c) **Secretary**
- d) **Joint Secretary**
- e) **Treasurer**
- f) **Prescribed number of Executive Committee Members as decided by the branch in its General Body Meeting**
- g) **All such members of the branch, who are members of Executive Committee of the Indian Accounting Association at national level, as invitees.**
- h) **The procedure of election shall be decided by the Branch.**

9. **Tenure of Office Bearers:**

The tenure of the Office Bearers shall be three (3) years.

10. **Sub-Rules:**

The General Body shall have the power to make Sub-Rules for the purpose of effective implementation of the byelaws and for the purpose of achieving the aims and objectives of the branch.

11. **Quorum for Meetings:**

For the meetings of various bodies of the branch, the quorum requirement shall be as under:

a) General Body of the Branch:

Quorum for a meeting of the General Body of the branch shall be one third of the total number of Members of the Branch. If the required numbers of members are not present at the commencement of the meeting, the meeting shall be adjourned for half an hour. The adjourned meeting shall commence thereafter without requirement of the quorum to transact the business.

b) Executive Committee of the Branch:

Quorum for the meeting of Executive Committee of the Branch shall be fifty percent plus one of the EC members. If the required numbers of members are not present at the commencement of the meeting, the meeting shall be adjourned for half an hour. For an adjourned meeting, quorum is not required.

12. General Provisions regarding meetings of the Branch:

- i. General Body Meetings of Members of the Branch shall be convened by the Secretary in consultation with the Chairman of the branch as and when necessary. One of these meetings will be Annual General Body Meeting at which following businesses will be transacted:
 - a. To consider and approve the Annual Report of the branch.
 - b. To consider and approve the Annual Accounts for the preceding year.
 - c. To elect the Office Bearers, if due.
 - d. To appoint the Auditor and fix his/her remuneration.

15 days' notice shall be given for holding a General Body Meeting.

- ii. A meeting of the General Body shall be called by the Secretary if not less than 1/3rd of the total number of voters entitled to vote at a General Body meeting submit a requisition in writing in the prescribed manner demanding calling of such a meeting. Such a meeting shall be called a 'Requisitioned Meeting' at which the sole agenda shall be the agenda mentioned in the Notice of requisition. A Requisitioned Meeting shall be called, giving 15 days' notice, within one month of receiving the Notice of requisition from the members.

The Quorum for the Requisitioned Meeting of the General Body of the Branch shall be fifty percent plus one of the members who sign for the requisition meeting.

- iii. Meetings of the Executive Committee shall be convened by the Secretary in consultation with the Chairman of the branch, normally by giving 7 days' notice along with the agenda. It can be called at shorter notice, but it should be ratified in ensuing meeting.
- iv. All the meetings can be held in online/offline mode.

13. Financial Year:

The Financial Year of the Branch shall be from 1st April to 31st March of every year.

14. Bank Accounts of the Branch:

The branch shall obtain PAN and open bank account(s), if necessary, by producing branch's own PAN. The Branch shall not use PAN of the IAA Central Office for any purpose after obtaining its own PAN. The Executive Committee of the branch shall open Bank Account(s) in any of the branches of a Public Sector Bank and make arrangements for operation of such accounts by its Office Bearers in the prescribed manner. The Bank Account will be operated by joint signature of Secretary and Treasurer under intimation to the Chairman.

15. Annual Accounts and Audit:

The Treasurer of the Branch shall, under the overall direction, control and supervision of the Executive Committee, maintain in the prescribed manner, proper and regular accounts of its income & expenditure account, receipts & payment account and balance sheet, and shall get them audited by a Chartered Accountant every year. The audited accounts shall be presented to the Annual General Body Meeting of the branch every year for approval, not later than 31st July every year. A copy of the audited accounts shall be submitted to the central office of the Indian Accounting Association.

The Branch shall comply Income Tax Law, GST Law and other laws of the country, if applicable.

16. Closure of the Branch:

In the event that the Branch is closed for whatsoever reason, the Office Bearers shall ensure that the bank account(s) operating in the name of Branch is closed and the funds standing credit to the account(s) and cash in hand are transferred to the account of the Indian Accounting Association, Central Office without any recourse within six months from the date of closure.

17. Amendment of the Bye-Laws:

The General Body of the Branch, specially called for the purpose, may by a resolution brought and passed in the prescribed manner amend any of the provisions of these bye-laws by a 2/3rd majority of the total number of members present and voting.

18. We the undersigned are desirous of forming **Indian Accounting Association, _____Branch** on this day of, 2025 and shall abide by the objectives and the rules and regulations as provided herein above.

SN	Name and Address	Designation	Signature
1.		Chairman	
2.		Vice-Chairman	
3.		Secretary	
4.		Joint-Secretary	
5.		Treasurer	
6.		Member executive committee	
7.		Member executive committee	
8.		Member executive committee	
9.		Member executive committee	

After completion of the document, it is to be **notarised**.

Thereafter, it can be submitted for applying PAN.