

DRAFT:**RULES AND BYELAWS OF MC-IAPM**
Maharashtra Chapter-IAPM

- Part - I : Memorandum
 Part - II : Constitution and Rules
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PART - I**MEMORANDUM OF THE ASSOCIATION****NAME :**

The name of the Association is "Maharashtra Chapter - Indian Association of Pathologists and Microbiologists", herein after called the Association

OFFICE:

The Headquarters of the Association shall be in Amravati in Maharashtra

OBJECTIVES :

The objectives of the Association are :

1. To promote and advance academic activities and encourage post graduates in Pathology and allied sciences as well as promote public health.
2. To uphold and update the standards of practice of Pathology and allied sciences.
3. To promote research in the fields of Pathology and allied sciences.

METHODS :

For the attainment and furtherance of these objectives the Association may :

- (i) Hold periodical meetings , conferences, CME and Slide Seminars of the members of the Association in different parts of Maharashtra.
- (ii) Publish and circulate a journal/newsletter, which shall be the official organ of the Association, specially adapted to the needs of the subjects.
- (iii) Maintain a library and Association office.
- (iv) Encourage research in Pathology and Allied Sciences by the establishment of scholarships, prizes or awards and in such other manner as may from time to time be determined by the Association.
- (v) Consider, express and propagate its views on all questions and laws existing or proposed in India regarding the teaching and practice of the profession of Pathology, Medical Microbiology and of allied sciences and initiate and watch over or take such steps and adopt such measures from time to time regarding these, as may be deemed expedient or necessary.
- (vi) Effect, purchase, take on lease, otherwise acquire hold, manage, let, sell, exchange, mortgage, movable or immovable property of every description and of all rights and privileges, necessary or convenient for the purpose of the Association, in particular, any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation as and when deemed necessary or desirable in the interest of the Association.
- (vii) Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association.
- (viii) Invest any money of the Association not immediately required for any of its purpose or for any of its objectives in such manner as may from time to time be determined by the Association.
- (ix) Assist, subscribe, to cooperate, affiliate, be affiliated to or amalgamate with any other public body, whether corporate, registered or not and having altogether or in objectives similar to those of the Association.
- (x) Create or assist in creating Branches or Zonal Chapters for any of the aforesaid purposes and formulate rules and regulations regarding the formation and functioning of the chapters.
- (xii) Do all such things, as are cognate to the objectives of the Association, which are incidental or conducive to the attainment of the above objectives.

PART- II
CONSTITUTION AND RULES OF THE ASSOCIATION

CONSTITUTION:

1. The Association shall consist of Members whose names are on the Register of the Members of IAPM and are residents of Maharashtra. The subsequent members, who shall be persons, who being eligible that is Members of IAPM residing in Maharashtra, shall after the adoption of these Rules and Byelaws of the Association, be duly admitted in such manner and upon such conditions as may be prescribed from time to time by the Rules and Byelaws. The list should be confirmed by IAPM. Any defaulter of IAPM ceases to be member of MC-IAPM
2. The permanent Headquarter of the Association shall be located at Amravati. The offices for the current year shall be located at the place of the Secretary .
3. There shall be a Register in which the names of the members of the Association shall be entered with their qualification and address.
4. The members of the Association in any State shall, wherever deemed possible/necessary, group themselves into local/Zonal chapter, subject to the approval by the Executive Council of the Association. No member shall be admitted to any Chapter unless he or she is a member of the IAPM.
5. The year of the association for financial purposes, shall be from 1 st of April each year to 31 st March of the next year.

6. PRIVILEGES OF MEMBERSHIP

- (i) All members are entitled to all privileges of membership of the Association and to those of the local/Zonal Chapter of which he/she is a member.
- (ii) Only Life Members of the Association shall be entitled to access a copy of the Journal/Newletter and other publications of the Association, free of charge. The ordinary Members of the IAPM shall be entitled to access the journal and other publications of the Association on payment of the cost, the Executive Council may fix from time to time and approved by the General Body.
- (iii) All the members shall have the right to attend and participate in all the meetings and conferences arranged by the Association or Zonal Chapters to which they belong provided they are also members of the respective Zonal chapter.
- (iv) Any non-member wishing to attend the state chapter shall pay an additional amount Rs 200 (or as fixed from time to time) along with delegate fee
- (v) All members shall enjoy all other privileges that may hereinafter be conferred by the Association.

7. MANAGEMENT OF THE ASSOCIATION

The general control management, direction of policies and affairs of the Association shall be vested in a body styled as the executive council.

8. COMPOSITION OF THE EXECUTIVE COUNCIL

The executive council shall be composed of the following members of the Association:

- (i) Chairperson.
- (ii) Vice Chairperson
- (iii) Honorary Secretary
- (iv) Honorary Joint Secretary of the Headquarters
- (v) Honorary Treasurer
- (vi) Organizing Secretary of the annual conference

No person can hold more than one post at the same time in the Association . The Principle of one man one post shall be strictly adhered to.

10. TERMS OF OFFICE OF THE EXECUTIVE COUNCIL

The Executive council shall be a continuous body.

11. ANNUAL MEETING OF THE COUNCIL

The annual meeting of the executive council shall ordinarily be held during the Annual conference.

12. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

The Executive Council is the executive authority and as such shall have the powers to carry out the policies and programmes of the association as laid down from time to time.

- i) To make regulations and issue instructions for the proper working of the Association and for the maintenance and administration of the properties of the Association and its publications.
- (ii) To appoint Committees, Subcommittees, Adhoc. Committees and Standing Committees including Disciplinary Committees as and when necessary.
- (iii) To represent any matter in which it considers that the interests of the Association or its members are affected, before the Government or other public bodies or any properly constituted authority.
- (iv) To consider and decide applications for Memberships, resignation of members or Zonal chapters and the question of taking any disciplinary action as it may deem fit subject to approval of general body against any member of association or chapter for misconduct, willful neglect or default.
- (v) To write off whole or part of the unrealizable arrears of subscription of members/delegates of MAPCON from MAPCON organisers, contributions from Zonal chapters or other outstanding dues of the Association or its publications subjects to approval by general body.
- (vi) To appoint or remove salaried Officers and employees of the Association.
- (vii) To sanction TA. and D.A. for persons called for special meetings.

Subject to provision of the rules, to exercise in addition to the powers expressed by the Rules and Byelaws, all such powers as may be authorized by the Association.

13. MEETINGS OF THE COUNCIL:

The council shall meet on a day during the Annual Conference of the Association. The Secretary shall call this meeting by sending the invitation and the agenda for the meeting in advance to all the Council members through MAPCON secretariat. The organizers of the Conference shall be requested to make the arrangements for the meeting. An extraordinary meeting of the council shall be called at any time of the year by the Secretary and the Chairperson, if at least one third of the Council members request for it. The meeting will be chaired by the Chairperson. Attendance by two thirds of the total members will constitute the quorum for the meeting. In the event of an incomplete quorum, the Chairperson may adjourn the meeting and reconvene it after a brief interval. The recommendations of the Council shall be put before the General Body to be held, thereafter. Special General Body, in addition to regular annual general body will be called to take decision on specific agenda e.g. Proposed amendments in the constitution. Rules, Byelaws etc., for which deliberations could be a prolonged one.

14. OFFICE BEARERS OF THE ASSOCIATION:

The following office bearers shall be elected for the proper management of the Association.

- (i) Chairperson
- (ii) Vice Chairperson
- (iii) Honorary Secretary
- (iv) Honorary Treasurer
- (v) Joint Secretary Headquarters

(vi) JOURNAL/NEWSLETTER OF THE ASSOCIATION :

The journal of the association shall be under the charge of the Editor who shall be assisted by an editorial board approved by the council. Members of editorial board shall be members of IAPM.

(vii) ANNUAL CONFERENCE:

There shall be a annual Conference of the MC- IAPM (MAPCON) organized under the auspices of the Association. The conference shall be held in different parts of Maharashtra on invitations approved by the council and the general body.

(viii) AFFILIATION OF THE ASSOCIATION

For furtherance of the objectives of the association it shall have the right to affiliate or be affiliated to other National or International scientific bodies on terms mutually decided upon and approved by the council and general body.

(ix) VALIDITY OF THE PROCEEDINGS:

The proceedings of the council or any committee, subcommittee or other body acting under the rules and bylaws of the Association or any of its chapters shall not be invalidated by any accidental omission to give any notice thereby required or by any vacancy amongst the members or by any defect in the election or qualification of any members.

(x) DELEGATION OF AUTHORITY

Where under the rules and Byelaws, any action or thing requires to be done by the Association, the same may be done by such office bearer, Member or Members of the Association as the Council may appoint, for

the purpose.

(xi) AMENDMENTS TO THE-MEMORANDUM, RULES AND BYELAWS

(i) MEMORANDUM

Proposals for amendments in the Memorandum of the Association as and when necessary, shall be considered at a meeting of the council specially convened for the purpose. The proposed amendments must reach the Secretary's Office at least 4 months before the date of the special meeting and shall be circulated to all members of the Council for opinion at least 2 months before the date of the meeting. Due notice of the proposed amendments must be given by the agenda of special meeting of the council. No such amendments shall be carried into effect unless agreed to by the votes of 3/4th of the council members present and confirmed by 3/4th of the members present at the next General Body Meeting convened for the purpose.

(ii) RULES

Amendments to the rules shall ordinarily be considered only at the Annual Meeting of the Council specially convened for the purpose. The proposed amendment must reach the Secretary at least 4 months before the date of the Annual Meeting of the Council and should be circulated to the members. Due notice of it must be given in the Agenda of the annual meeting of the Council specially convened for the purpose. Rules can be amended only 3/4th majority of members present. Any amendments to the Rules shall be considered to have come into force only after the Proceedings of the meeting at which they have been passed have been confirmed at the next meeting of the Annual General Body. The actual wording of the amendments to the Rules shall be included in the Agenda of the meeting of the Executive Council/AGB.

(iii) BYELAWS

One proper notice of at least 4 months before the Annual Meeting of the Council/AGB and after due circulation to Members, Byelaws can be amended and/or altered at the Annual meeting provided the proposed amendments have been duly circulated to Members and provided 3/4th of the Members of the Council present, vote for the amendments if the Council so desires.

Bye-Laws can be amended in the same manner as Rules.

PART - III

BYELAWS OF THE ASSOCIATION

1. MEMBERSHIP

i. Life/Ordinary members

An ordinary/Life member of the IAPM shall become a member

ii. Honorary members

Honorary members can be elected by the Executive Council in one of its meeting, notice being given in the agenda and shall become a member if elected. Honorary members shall have the right of attending the meetings of the Association and of taking part in discussions but shall have no voting right.

iii. Affiliated members

Affiliated Members of IAPM or Post graduates can become affiliated members on payment of fee as decided by the council

2. ANNUAL MEMBERSHIP SUBSCRIPTION AND LIFE MEMBERSHIP FEE

There shall be no separate membership fee

3. TERMINATION OF MEMBERSHIP

If membership of IAPM is terminated then that member shall cease to be member of MC-IAPM

4. FORMATION OF ZONAL CHAPTERS

The council and the General Body shall encourage the formation of Zonal Chapters of MC - IAPM in various regions of Maharashtra. The first Chairperson may be nominated by the Executive Council of MC- IAPM from among the members of the Zonal Chapter or elected by the Zonal Chapter. The Rules and Regulations of the Zonal Chapter shall be similar to those of MC- IAPM. New Rules and byelaws may be framed by the MC-IAPM for the Zonal Chapters for the sake of uniformity and to avoid controversies. Amendment to this effect may be introduced as per rules.

6. TRAVELLING ALLOWANCE TO MEMBERS:

These will be at discretion of the council. The executive council shall decide the TA and DA to be given to members for participating in authorized meetings and functions.

7. GENERAL PROCEDURE OF MEETINGS

(i) The minutes of all the meetings shall be correctly kept by the Secretary after approval of the Council

and passed by the GB.

- (ii) No resolution adopted or negated at a meeting shall be reconsidered unless either 12 months have elapsed or 1/3 of the members of the Council or 30 ordinary members sign a requisition for its reconsideration.
- (iii) The Chairperson of a meeting may adjourn a meeting, if deemed necessary, particularly if the majority of the members present are in favor of adjournment. At the adjourned meeting only the unfinished business of the meeting may be transacted. In case the adjournment is due to lack of quorum the meeting may be reconvened after 10 minutes.
- (iv) The Chairman shall, in case of equality of votes, have casting vote.
- (v) At any special requisition meeting, no business shall be transacted other than the one for which the meeting is convened.
- (vi) A notice may be served, if necessary, on any member either by the Secretary directly or through an employee of the Association, or by post.
- (vii) This is to be approved by the Executive Council later on.
- (viii) QUORUM FOR THE MEETING

If within 10 minutes or such time decided by the Chairperson, a quorum is not present, the meeting shall be dissolved, if it is convened at the requisition of the members. In any other meeting, if quorum is not present the Chairperson can adjourn the meeting for 10 minutes & reconvene the meeting to carry on the business within whatever quorum is available.

8. FUNDS OF THE ASSOCIATION

INCOME : The funds of the association shall be derived from the following sources:

- (i) The organizing chairman/Secretary shall contribute Rs 100 per registered delegate at annual MAPCON conference
- (ii) Contributions or donations raised directly or through Zonal Chapters.
- (iii) Income derived from the Journal /Newsletter and other publications as per Byelaws.
- (iv) Contributions from the Institutions organizing the Annual Conference.
- (v) Contributions from persons or Institutions who desire to benefit the Association.
- (vi) Subscription from affiliated bodies.
- (vii) Interest on deposits.

9. RESERVE FUND

There shall be a Reserve Fund for the association. At least 25% in surplus of each year shall be credited to this fund. The reserve fund shall be drawn only by a special resolution of the AGB. The notice for this meeting shall be duly circulated and decision taken by vote with 3/4th of the Members present.

10. EXPENDITURE

Council shall, out of the funds of the Association, defray all ordinary expenses and such other charges as may be necessary for carrying on the work of the Association. It shall also provide funds for the publication of the Journal and any other publications as decided by it. The council is also empowered to spend money on research, conferences, award of prizes and such other purposes that the Council decides for furtherance of the objectives of the associations.

11. DUTIES AND POWERS OF THE OFFICE BEARERS.

(1) CHAIRPERSON

- i) Shall be chairperson of all meetings of the council.
- ii) Shall preside at the annual conference and all meetings of the association.
- iii) Shall guide and control the activities of the association.
- iv) Shall regulate the proceedings of the meetings and conferences, interpret the rules and Byelaws and decide doubtful points.
- v) Shall, in addition to his or her ordinary vote, have a casting vote, in case of equality of votes.

(2) VICE CHAIRPERSON:

Shall preside at the Annual Conference and Council in the absence of the Chairperson, and carry out his/her duty.

(3) HONORARY SECRETARY

- (i) Shall be in charge of office of MC-IAPM
- (ii) Shall conduct all correspondence.
- (iii) Shall have general supervision of account, pass all bills for payment
- (iv) Shall assist the Hon. Treasurer in the preparation of Annual statement of accounts duly audited.
- (v) Shall get the budget prepared by the treasurer and present it to the general body.

- (vi) Shall organize, arrange and convene conference, lectures and demonstration.
- (vii) Shall attend meetings of the council and the AGB.
- (viii) Shall be an ex-officio member of all committees.
- (ix) Shall maintain a correct and up to date register of all members of the Association.
- (x) Shall inform the members of association important events through at least three quarterly news letters.
- (xi) Shall give notice of coming meetings and circulate Agenda for the meetings.
- (xii) Shall conduct the elections to the various offices as per rules and byelaws.
- (xiii) Shall do such other acts as are essential for the smooth running of the Association.
- (xiv) Shall be in charge of his office and supervise the Headquarters office at Amravati.

(4) HONORARY JOINT SECRETARY HEAD QUARTER (H.Q.)

- (i) The joint secretary MC- IAPM, H.Q. will look after the official correspondence of MC- IAPM H.Q. and coordinate with other executive members as and when needed.
- (ii) Shall receive all money of the association and deposit in a Bank or Banks approved by executive council to the credit of the association and operate the account
- (iii) Shall be responsible for the collection of all subscriptions and contributions for the association.
- (iv) Shall dispose of the bills of payment.
- (v) Shall have the right to point out any error/discrepancy in the order of payment of the Hon. Secretary and refer the order back to him/her with his/ her remarks. In the event of disagreement still persisting between him/her and Hon. Secretary, the matter shall be referred to the Chairperson for final decision.
- (vi) Shall be responsible for keeping up to date the Accounts of The Association with all the account books posted up to date.
- (vii) Shall get the accounts audited by the Auditors of the Association
- (viii) Shall prepare the statement on account to be placed before the council
- (ix) Shall supply mailing list to the editor for dispatch of journal/newsletter
- (x) Shall be responsible for filing returns with the Charity commissioner and Income tax department as required by law.
- (xi) Shall send report to of yearly activities to IAPM HQ

(5) Duties of Organising Secretary of Annual Conference:

- (i) He/She shall be the official person for all communications
- (ii) He/She shall arrange all scientific activities in consultation with Chairperson of MC- IAPM
- (iii) He/She shall provide free accommodation for office bearers
- (iv) He/She shall be responsible for making provision for various Prizes and Certificates
- (v) He/She shall apply for Credit Hours to MMC and comply with their rules and regulations
- (vi) He/She shall be responsible for audit of accounts of annual conference and transfer of requisite amount to MC-IAPM

12.ELECTION OF OFFICE BEARERS :

- (i) The election of office bearers shall be conducted by the Secretary by ballot except of joint secretary H. Q who will be elected by local chapter once in 3 years.
- (ii) The election for the posts of Chairperson and Vice Chairperson, Secretary, and Joint Secretary shall be held every 3rd year. All prospective candidates shall be members of the IAPM, having no subscription dues at the time of filling their nomination.
- (iii) The Secretary shall invite nomination for the office positions four months before annual meeting . The nomination shall be proposed and seconded by two members of the IAPM and must be accompanied by a letter of consent from the members so nominated, Nominations, proposed and seconded by members with subscriptions dues will be invalid.
- (iv) The Secretary shall obtain the biodata in brief of each candidate and enclose it with the ballot paper and give to the members who are eligible to vote. The ballot papers will be collected and result declared .
- (v) If any candidate for election canvasses in any manner he/she is liable to be disqualified. His action will be reported by Hon. Secretary or any Member who has incontrovertible evidence of it to the Council.
- (vi) Every candidate for the posts of Chairperson and vice Chairperson should have at least 10 years standing as life members and have served the Association in one or more by ways of (i) being an Office Bearer, or (ii) Organizing secretary/chairman of state chapter conference.
- (vii) For all other posts of MC-IAPM office bearers - a candidate should have at least 5 years standing as a life member.
- (viii) The scrutiny of the ballot papers shall be done by a committee consisting of the Secretary and two members nominated by the GB

- (ix) The Committee will communicate the result of the election to the Chairperson who will declare the results in the annual meeting
- (x) If for any office position, no candidate files a nomination, the Council will at its meeting on the day prior to the Annual conference, select a person and submit his/her name for approval of the AGB. If approved by the AGB, he/she shall assume the office.

13. ANNUAL CONFERENCE

- (i) The scientific work of the Association shall be carried out at the ordinary meetings of which one shall be held preferably in September and on this occasion there shall also be an annual statutory business meeting called the General Body meeting. The Annual conference of the Association (MAPCON) shall be held preferably in September and the Annual General Body meeting also shall be during this time. The secretary shall give notice, of this meeting to the members through Newsletter. The agenda will be drawn up from suggestions received from members throughout the year. At this meeting the annual reports of the office of the secretary and the joint secretaries will be presented together with the recommendations of the Council on all items made out at the earlier conference. The business meeting of the general body will be open only to members of the MC- IAPM. Organizing secretary should provide adequate support to ensure smooth conduct of scientific session.
- (ii) The above mentioned meet of the Association shall be held in different parts of Maharashtra , as may be available from time to time, or in any other institution approved by the council. The work of the meeting shall consist of providing suitable forum for presentation of scientific communications and the discussion of these and for giving demonstrations, presentation of scientific communication, orations, guest lectures and (presentation of Research work. carried out by the members) No presentation except orations, guest lectures or symposium or seminar participation shall exceed ten minutes in duration unless consent has been obtained from the chairman. One delegate can present only one paper and one poster at any one conference. The general management including setting of the order in which the items of agenda are to be taken and appointment of the session Chairperson /chairman and cochairman shall be done by the Chairperson, the secretary, and the organizing secretary of the annual conference. The duration of the meeting and its programme shall be decided by the Chairperson the secretary and local members responsible for arrangements of the meeting, (the organizing secretary) All authors wanting to present paper will be required to register in advance as delegates.
- (iii) The organizers of MAPCON shall collect Rs 100 from every delegate as contribution towards the MC-IAPM and the same shall be deposited in the Bank account of MC-IAPM. The organizing Chairman and Organising Secretary shall be responsible for the same
- (iv) The organizing secretary/Organising Chairman of annual conference MAPCON shall open an account in the name of MAPCON----- (Year) and will operate the account for the purpose of conference only and shall close the account once the conference is over. He/She shall be responsible to maintain the account of conference and submit the audited report to the Joint Secretary H.Q. within three months after the conference is over. The same shall also be presented during the next AGBM by Organising Secretary.
- (v) The venue for next Annual Conference (MAPCON) shall be decided by the General Body. If there are more than one contenders then the Chairperson shall decide through a bidding system.
- (vi) The venue for Annual conference shall have basic minimum infrastructure comprising of One large hall to accommodate 1000 persons and three additional halls of 200 persons capacity for Paper presentation. There should be provision for Poster presentations and exhibitors.

14. RULE AND REGULATION FOR INSTITUTING ENDOWMENTS AT THE ANNUAL CONFERENCE OF MC- IAPM

- (a) Endowments will be instituted only if a minimum Rs. Three lacs is made available to the association so that the annual interest on the principal amount will be sufficient to meet all the expenditure including publications of the proceedings.
- (b) Endowment can be instituted in a person's or institutions name only for a continuous period of five years which may be extended by the council. After the period of five years the corpus and the interest accrued will be utilized for the award of fellowships and travel grants for post graduate students and invitees participating in the Annual conference as decided by the council.
- (c) Council and General Body may consider staggering, the delivery of endowment orations, symposia etc in alternate year conferences or period as may be considered necessary, if the number of such endowments can not be permitted because of time constraint are financial viability to hold each of them at each yearly conference.

15. WEB-SITE:

The MC-IAPM shall maintain its own website for the perusal of its members. Website shall have information about organization, membership, constitution and Bye laws, office bearers, scientific information of all academic events and information about MAPCON

16. SLIDE SEMINAR:

The General Body during the the election of new Executive Council shall also select a Convenor for slide seminar for a period of three years. He/She shall be responsible for conduct of Slide Seminar during annual conference. He/She shall call for two cases from every contributing center by the 15th of March every year and shall dispatch the boxes of slides to every contributing center by 15th April of every year. Every center can send one additional case for Discussion/E-case.

17. PG QUIZ:

The General Body during the the election of new Executive Council shall also select a Convenor for PG-Quiz for a period of three years. He/She shall be responsible for conduct of PG-Quiz during annual conference. He/She shall call for interesting case from contributing centers

There shall First and Second Prize for PG Students/Post PG students

18. Rules for Presentation of Scientific Papers/Poster:

One institute can present only one paper and One Poster in Anatomic pathology & Histopathology/Cytopathology/Haematology, Clinical pathology, Immunology, Blood Banking and others and only these papers will be considered for the Prizes. Additional papers if accepted shall not be eligible for prizes. Only PG students or upto 2 years Post MD can present papers/Posters for Competition. Only members of MC _IAPM can present papers/posters in various conferences/CME .

There shall be Ist and IInd Prizes in all three categories

There shall be a scrutinizing committee comprising of three senior Persons constituted by executive for a period of three years for selecting papers/Posters at annual conference.

19. Inaugural Function: The organizing committee shall conduct the inaugural function of not more than 30 minutes.

Protocol of Inaugural function:

Welcome by Organising Chairman

Invocation

Welcome speech by Chairperson of MC –IAPM

Inauguration of conference by Chief Guest

Release of Souvenir

Speech by Chief Guest

Vote of Thanks by Organising Secretary

20.. APPOINTMENT OF AUDITORS

Auditors shall be appointed at the AGB every year for auditing the accounts of the Association and its journal and other publications. Auditors shall be Registered Accountants and whose duties shall be as below:

- (a) Shall audit the accounts at the end of the financial year or more often if so desired by the AGB and shall certify to their correctness
- (b) Shall give suggestion for proper keeping of the accounts as required.