

SECRETARY

He shall keep or cause to be kept all other records of the Society and shall be responsible for preparation and submission of various returns to the Registrar. Whosoever may be keeping these records, these shall always be deemed to be in his custody, possession, power and control. He shall be responsible for making over the charge of this records to his successor under proper charge to be signed by the relieved officers.

CASH

Cash balance in hand shall always remain in the hands of the Treasurer or any other officer appointed by the Managing Committee.

28. Every Cooperative Society shall from time to time determine at a Meeting of the Committee, the minimum members of paid staff required for its business. The Committee shall prescribe their qualifications, experience and the emoluments. The Committee shall be competent to appoint, dismiss or remove any paid staff.

- (a) The minimum paid staff for a cooperative bank and any cooperative society with Working capital or Annual transaction of rupees five lakhs or over shall be:
 - (i) one Secretary or Manager;
 - (ii) one Accountant; and
 - (iii) one Cashier.

IX. REGISTERS

29. The following registers and papers shall be maintained and shall be open for the inspection of any one interested in the funds, except that no one shall be allowed to see the deposit account of any person, without that person's consent in writing:

- (i) A register of members, showing the name, address and occupation of every member, the number of shares held by him, the date of his admission to membership, date of termination of membership and the nominee appointed under bye-law 17;
- (ii) A Cash Book showing the income, expenditure and balance on each day on which business is done;
- (iii) A ledger account for each member depositor, and creditor miscellaneous and contingent income and expenditure;
- (iv) A register showing the maximum credit of each member;
- (v) An account of showing monthly instalment of shares and deposits;
- (vi) A Register showing the monthly instalments for payments of loans;
- (vii) A minute book;
- (viii) A book of bonds for all loans issued;
- (ix) A share allotment register;
- (x) Register of application for membership containing the name and address of the applicants, the date of receipt of application, the number of shares applied for and in case of refusal, the date of communication of the decision refusing admission to the applicant; and