

107. The **committee** shall finalise the draft minutes of every general body meeting of the

Society **within 3 months of the date of the meeting** and **circulate the**

draft minutes amongst all the Members of the Society within 15

days of the meeting of the Committee at which the draft minutes

were finalised. The Members of the Society may communicate to the Secretary of the

Society, their observations, if any, on the draft minutes, within 15 days of the date of their

circulation. The Committee, at its subsequent meeting, shall prepare the final minutes of the general

body meeting after taking into consideration the observations, if any, made by the Members on the

draft minutes and cause them to be recorded in the minutes book, by the Secretary of the Society or

any other person authorised in that behalf.