

INDIAN SOCIETY OF GANDHIAN STUDIES

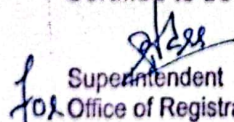

RULES OF INDIAN SOCIETY OF GANDHIAN STUDIES

1. Introduction

- A) Name: The name of the Society shall be INDIAN SOCIETY OF GANDHIAN STUDIES
- B) Office: The Registered office of the Society shall be at # 36C, Sector 51, Chandigarh.
- C) Area of operation-That the area of operation of the society may extend to North India
- D) Objectives and functions of the Society:
- a) To promote ,provide and enlarge, facilities for research and instruction in the Gandhian thought and allied subjects
 - b) To disseminate information and knowledge of the work being done in the Gandhi Bhawan of Indian universities and other universities
 - c) To hold conferences and seminars
 - d) To publish and issue papers and journals, proceedings reports and books on different aspects of life messages and thought of Gandhi
 - e) To facilitate the work of Gandhi Bhawans by the interchange of the information ideas periodicals and personnel whenever possible.
 - f) To cooperate with other institutions having similar objects.
 - g) To secure grants, funds and endowments and administer the same for the furtherance of the above any or all aims and objectives,
 - h) To obtain or accept grants, subscriptions, fees, donations, gifts, bequests, and properties, both movable and immovable, from Governments or from any persons, for the purposes of the society;
 - i) To acquire property such as office premises, auditorium, research ashrams, hostels, etc.,
 - j) To undertake and execute all other acts which shall promote all or any of the aims and objectives of the Society.
 - k) To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
 - o) To appoint committees or sub-committees as seen fit to carry out the objects of the Society and to prescribe rules and guidelines for the proper functioning of such committees;
 - p) To delegate any or all its powers to any of the Officers or to any of the Committees or Sub-committees constituted by it, for more effective management and functioning of the Society;
 - q) The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof and as set forth in The Memorandum of Association of the Society and no portion of the income or property of the Society shall be paid or transferred, directly or

5

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indirectly, by way of dividends, bonus or otherwise, howsoever, by way of profit, to the persons who, at any time, are or have been members of the Society or to any person claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Society.

- r) That if up the winding up or dissolution of the society, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or disbursed among the members of society, but shall be given or transferred to some other institution having objects of the society to be determined by the members of the society on or before the time of dissolution.
- s) To do all such lawful acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the Aims and Objects of the Society;

E) FOUR CONDITIONS

- (a) The income and property of the society shall be applied solely towards the promotion of object of society as set forth in the memorandum of association and no portion thereof s be paid or transfer directly or indirectly to the members
- (b) No member of the governing body of the society shall be appointed to any office of association or any office of association paid by fees that no remuneration shall be given by the association to any member of such governing body except repayment of a pocket expenses or rent for the premises demised to the association.
- (c) The society /association by its constitution is required to apply its profits, if any, or the income in promoting its objectives

If up on the winding up or dissolution of the society there remains after the satisfaction of the all its debts and liabilities shall not be distributed among the members of the society, but shall given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the of the society at or before the time of dissolution

- (d). Rules and Regulations": -: All the members of the society shall be governed by the rules and regulations of the society.

2. The terms of admission of member:

The society shall have minimum 7 and maximum 21 members. A person who is adult and agrees to abide by the rules and regulations of the society, on filing the prescribed form for admission and payment of Rs.500/-(Rupees five hundred only) as one time membership fee may be admitted to the membership of the society. Each member other than an

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Honorary member shall pay such annual membership fees as the Society may from time to time determine in general meeting.

3 **Consequences Of Non Payment Of Subscription Fee**

Any member who fails to pay his membership fee within thirty days of it becoming due and payable shall not be entitled to vote at any general meeting of the Society or exercise any of the other rights and privileges of membership until such fee is paid.

4. **Fine And Forfeiture To Be Imposed On Any Member**

If any member shall willfully refuse or neglect to comply with the provisions of the Memorandum or Articles of Association or the by-laws or regulations of the Society or shall be guilty of any conduct which in the opinion of the governing body is unbecoming of a member or prejudicial to the interest of the Society. Governing body shall have power by resolution to censure fine, suspend or expel the member from the Society and remove his name from the register of members PROVIDED THAT at least one week before the meeting of governing body at which such a resolution for expulsion is proposed such member shall have had notice of such meeting and of what is alleged against him and of the intended resolution and that he shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing any explanation or defence he may think fit and provided further that any such member may by notice in writing lodged with the Secretary at least twenty-four hours before the time for holding the meeting at which the resolution is to be considered by the Committee, elect to have the question dealt with by the society in general meeting and in that event an extraordinary general meeting of the society shall be called for the purpose and if at the meeting such a resolution be passed by a majority of two thirds of those present and voting (such vote to be taken by ballot) the member concerned shall be punished accordingly and in the case of a resolution for his expulsion the member shall be expelled.

5. **Categories Of Members Of Society**

The members of the Society shall consist of:

All the members shall be members of governing body.
The subscribers to the Memorandum of Association. *Millu*

- (a) life members
- (b) institutional members
- (c) individual members
- (d) Honorary Members

6. **Resignation And Expulsion Of Member/Office Bearer**

A member shall be deemed to have vacated his office if he: (a) ceases to be a member by virtue of the Code; (b) becomes bankrupt or makes any arrangement or composition with his creditors generally (c) becomes of unsound mind (d) resigns his office by notice in writing to the Society; (e) for more than four months is absent without permission of the governing body from meetings of the governing body held during that period; (f) holds any office of profit under the Society.

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7. **Powers And Functions Of The General Body**

- (a) The General Body shall have, vested with it, the responsibility to assist the Society by providing sound and professional advice and counsel; it will generate a vision and give broad policy directions to the Society;
- (b) It shall receive and critically examine and comment on the annual Review Report of the Society;
- (c) It will receive and approve the annual budget of the Society;
- (d) To elect office bearer in its annual meeting especially convened for the purpose.
- (e) To approve the expenditure beyond the powers of the governing body
- (f) Expulsion of the members
- (g) To fix the number of and increase or decrease the number of office bearer/executive members.
- (h) To appoint certified chartered accountant/ chartered accountants an Auditor or Auditors for auditing the accounts of the society and the report thereon;
- (i) To approve the accounts showing receipt and expenditure in its annual meeting so submitted by the treasurer along with a certificate from the auditors to be appointed

8. **Notice/Meetings /quorum of the General Body**

Time

- a.) The first annual general meeting of the Society shall be held at such time within eighteen (18) months of the incorporation of the Society and at such place as the Governing body may determine.
- b) Subsequent annual general meetings shall be held once in every calendar year at such times (not being more than fifteen (15) months or less than nine (9) months after the holding of the last preceding annual general meeting) and place as may be prescribed by the Governing body All general meetings other than annual general meetings shall be called extraordinary general meetings.
- c) The financial year shall be 1st April to 31st march

Notice

- a) Fourteen (14) days' notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business shall be given in manner hereinafter mentioned, or in such other manner, if any, as may be prescribed by the Society in general meeting, to such persons as are, under the regulations of the Society entitled to receive such notices from the Society, but general meetings may be convened by such shorter notice as may be agreed.

Kabir Singh

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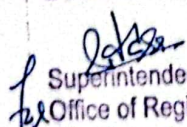
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- b) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings at any meeting.

Proceedings

- a) All business shall be deemed special that is transacted at an extraordinary general meeting, and all that is transacted at the annual general meeting, with the exception of the consideration of the accounts, balance sheets, and the report of the Governing body and Auditor prescribed by the Code, the election of governing body and the appointment of the Auditor and the fixing of his remuneration.
- b) No business shall be transacted at any general meeting unless a quorum of financial members is present at the time when the meeting proceeds to business
- c) If within ten (10) minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present with ten (10) minutes from the time appointed for the meeting, the members present shall be a quorum.
- d) The President, or in his absence, the Vice-President, shall preside as Chairman at every general meeting of the Society and if at any meeting neither of such officers be present within ten (10) minutes after the time appointed for the holding of same, the members present shall choose some one of their number to be Chairman of the meeting.
- e) The Chairman of the meeting, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- f) Five members or one-third, whichever is less, present in person, shall form a quorum at every meeting of the Society.
- g) An annual Meeting of the General Body shall be held, at a date and time, to be decided by the Chairman during which the Vice-Chairman shall submit the annual Review Report as well as the Audited Accounts of the Society and the budget estimates for the following year.

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- (h) The meeting shall be convened, as directed by the Chair- man, under the signature of the Secretary, who will also be the Member-Secretary of the General Body.
- (i) The Chairman may convene a special meeting of the Society if he thinks fit or if five or more members, in writing, requisition such a meeting.
- (j) All disputed points at meetings shall be determined by vote. Every member of the Society shall have one vote each and in case if a tie, the Chairman shall have the right to an additional or casting vote.
- (k) The Chairman has the right to invite a person or persons to participate in the deliberations of the meeting of the Society, provided that such a person(s) shall not have the right to vote.
- (l) The proceeding of the meeting will be recorded by the secretary and signed by the chairperson of the meeting.
- 9 **Formation Of governing Body**

The governing body shall have the following members:

• Chairman	1
• Vice Chairman	1
• Secretary	1
• Treasurer	1
• Members	3

The officers of the Society shall be a President, a Vice President, and a Secretary-Treasurer. A mail ballot distributed to the entire membership shall elect all officers. The President, the Vice President, and the members-at-large of the Council shall be elected for two years or until their successors are elected. The Secretary-Treasurer shall be elected for a three-year term. The installation of all officers shall take place at the Society's annual meeting.

10. The Powers And Functions Of The Governing Body

- (a) In general, the Governing body will have, vested with it, all the powers of the Society, to manage its affairs and to enable it to function smoothly and effectively. It shall, however, exercise these powers within the context of the Mission and Aims and Objects of the Society and the advice it receives from the General Body.
- (b) Specifically, the following will be the substantive powers and functions of the Governing body:
Forward Planning of Policies and Programmers of Actions;
Taking appropriate Decisions;
Ensuring Effective Implementation;
Exercising the Review Function.
- (c) The governing body shall have the following members:
Chairman 1
Vice Chairman 1

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Secretary	1
Treasurer	1
Members	3

11. Bye-Laws

- (a) The Governing body shall have the power to make and frame bye-laws, in consonance with the Memorandum of Association and Rules and Regulations of the Society and to add, alter, amend or rescind the same from time to time, for the administration and management of the affairs of the Society.
- (b) Without prejudice to the generality of the foregoing provisions, such byelaws may provide for the following matters:
 - i) For the preparation and sanction of Budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Society and the sale or alteration of such investment, and account and audit;
 - ii) Define the powers, functions and conduct of business of the various Committees, as are constituted by it from time to time and the terms of office of their members;
 - iii) To frame Service Rules for the proper administration of the Society and of its personnel, including terms of tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Society as well as measures and norms for the welfare of the members of the Society;
 - iv) For the establishment and management of funds, grants and allowances;
 - v) To select a seal for the Society and provide for its safe custody and for proper use of the seal;
 - vi) To provide buildings, premises, furniture and apparatus and other necessary equipments and facilities for carrying out the work of the Society;
 - vii) For all other matters, as may be necessary for the furtherance of the objectives of the Society and for the proper administration of its affairs;
- a) Subject to these Rules and Regulations, the Governing body or a person whom the Governing body shall authorize, in this behalf, shall have the power to appoint all categories of officers and staff for conducting the affairs of the Society and to fix the amount of remuneration subject to budget provision and to define their duties.
- b) The Society may delegate to the Chairman of the Society or to any of its members such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which the said powers and duties are to be exercised or discharged.
- c) The accidental omission to give notice of any meeting of the Society to a member or the non-receipt of such notice by any person entitled to receive such notices shall not invalidate the proceedings of that meeting.

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- d) The members of the Society or of the Governing body or of other Committees shall not be entitled to any remuneration from the Society. The non-official members of the Committees appointed by the Society shall, however be paid traveling allowance and daily allowance as may be provided for in the bye-laws, to be made in this behalf, for purposes of attending the meeting of the Society or for any business of the Society.

12. Powers and Responsibilities of the Chairman

As the Chief Executive of the Society, his areas of responsibility will lie in the following:

- Providing leadership in generating ideas;
- Will preside over all meetings
- Take appropriate decisions, to ensure proper implementation and to organize regular review meetings;
- Can call emergency meeting to discuss urgent meeting
- Shall have power of casting vote in addition to his normal vote
- Allow resolution other than, on agenda of meeting
- In brief, ensuring that the Aims and Objects and through them, the Mission of the Society are attained in fuller and fuller measure.

13. Powers and Responsibilities of the Vice Chairman

He shall exercise those specific powers and responsibilities that are delegated to him by the Chairman. In the absence of the Chairman, he will enjoy all the powers and assume all the responsibilities of the Chairman.

14. Powers and Responsibilities of the Secretary

The Secretary will be the Administrative Head of the Society and shall exercise all those specific powers and responsibilities that are delegated to him by the Chairman and as specified in the byelaws. He can sign papers on behalf of president. He shall organize meetings of general body /governing body. He may record minutes of all meetings, prepare agenda of the all meetings

15. Powers and Responsibilities of the Treasurer:-

The treasurer may keep true and correct records of all assets, liabilities income and expenses of society, maintain up to date record of all records of all accounts; shall accept store and maintain stock register; shall issue payment authorized by president /secretary. He shall prepare balance sheet annually.

16. The Manner Of Investment Of The Funds, Keeping Of The Account And For Annual Or Period Audit Of The Account

The manager for the investment of the funds, keeping accounts and for an annual or periodical audit of the accounts.

The income and the property of the society shall be applied solely towards the promotion of objectives of the society and as set out in the above aims and objectives of the society no portion of thereof shall be paid or transferred, directly or indirectly to the members of the society. The

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society by its constitution is required to apply its profit, if any or other income in the promotion of its objectives. That if up the winding up or dissolution of the society, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or disbursed among the members of society, but shall be given or transferred to some other institution having objects of the society to be determined by the members of the society on or before the time of dissolution. the accounts of receipts and expenditure will be kept by the treasurer. he will be competent to keep an imprest amount up to Rs.5000/- in cash with him and the remaining will be kept in the a saving account. The fund withdrawal authority shall vest solely with the chairman.

Auditor/auditors shall be appointed by the governing body to conduct the audit of accounts. the accounts showing receipts and expenditure will be submitted to the annual general meeting by the treasurer along with the certificate from the auditor that the accounts have been audited and found in the order with observation for the consideration of the meeting.

17. **Altering & Rescinding Of Rules Of Society:-**

As per provisions of section 12 and 12 A of the society registration act, 1860, Any amendment, modification, alteration, addition or deletion to the constitution will be decided on the majority vote by the show of hands in the general body meeting duly convened as per the procedure and quorum at such meeting shall be two third of the total members of the society including the office bearers.

Any amendment, modification etc. can be considered and decision taken on majority vote in the reconvened meeting irrespective for the quorum if the condition of quorum is not fulfilled in the earlier meeting.

18. **Suits By and Against the Society**

The Society may sue and be sued in the name of the Secretary of the Society.

19. **Contracts and Agreements**

All contracts and agreements for and on behalf of the Society shall be signed by the Secretary of the Society.

20. **Dissolution of the Society**

In the event of the dissolution of the Society, according to the resolution of the Government of India, it will be done, as per provision of section 13 of the Societies' Registration Act (XXI of 1860), after getting prior permission from the appropriate authority of the Government. (repeated)

21. **Essential Certificate**

Certified that this is the correct copy of Rules and Regulations of the Society.

[Signature]
Sd/-
(Chairman)

Sd/-
(Secretary)

Sd/
(Member)

13

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