

**Statutes of the --- Our Organization ---**  
**--- Place ---, --- Country ---**

1. Name of the Organization : The Society shall be known as the "--- Our Organization ---"
2. Full address : The registered office of the Society shall be ... *address*
3. Area of Operation : .....

ARTICLE 1.

INTERPRETATION CLAUSE

- a) "The Society" shall mean "The Kautilya"
- b) "The Committee" shall mean the Governing Body of the Society
- c) The "Assembly" shall mean the General Body of the Society
- d) The "President" shall mean the President of the Committee
- e) The "Vice President" shall mean the Vice President of the Committee
- f) The "Treasurer" shall mean the Treasurer of the Committee
- g) The "member" shall mean the active member

ARTICLE 2. MEMBERSHIP

2.1. These shall be the following membership classes:

2.1.1. Patron:- A member may at any time be admitted as patron on paying such amount as may be decided by the Committee.

2.1.2. Sponsors:- Any person, body, corporate, Institution or Association which in order to sponsor a project or an activity shall be admitted as a sponsor for the duration of the project and/or the Activity sponsored.

2.1.3. Member Emeritus :- A member of such eminence and distinction in any of the fields of activity as are covered by the object clause of the Memorandum of Association of the Society, whether resident in --- Country --- or Overseas, who may be admitted as member Emeritus in accordance with the manner prescribed in the rules and Regulations.

2.1.4. Associate Member :- Such persons and guests as may be desirous of participating in any activity of the Society and/or availing the facilities and/or of obtaining any assistance from the Society, shall upon application be admitted as an associate member and depending on the fee and charges as may be prescribed by the Committee.

2.1.5. Active members:- Such persons who have voting rights, such members proposed by at least three existing active members, may be admitted as an active member at the meeting of the Assembly unless any objections are raised thereto. Admittance as active member must be approved by three fourths of the Assembly.

- 2.2. Qualifications, Fee and Subscriptions: The qualification, fee subscription and the terms and conditions of membership of each the class of membership as specified in Article 2.1. above shall be as prescribed by the Assembly.
- 2.3. Rights, privileges of members:
- 2.3.1. Voting Rights. Only active members are members with voting rights who are not in arrears of their subscription for over a period of three months and shall be entitled to vote at the annual general meetings or other meetings of the Assembly.
- 2.3.2. All classes of members will have the following privileges :-
- a) Access to the library of the Society
  - b) Access to educational and research materials and other amenities of the Society.
  - c) The rights to be on the mailing list of the Society and to be informed of the events, cultural or otherwise arranged by the Society.
- 2.3.3. Additionally the members of the classes as specified under Article 2.1. above shall possess such rights and privileges as may be conferred on them by Resolution of the Committee which will be ratified at the subsequent meeting of the Assembly.
- 2.3.4. Admission to all the classes of membership as given by the Assembly, the President, Vice President or the Secretary may give a temporary Associated membership. Associate membership may also be given by a person appointed for this task by the Committee.
- 2.4. Termination of Membership:
- 2.4.1. Termination of associate Membership.
- i) on expiry of the period of membership subscription paid.
  - ii) by written order of the President, Vice President or Secretary or a person appointed for this task by the Committee stating the undesirable conduct of such an associated member.
- 2.4.2. Termination of active and emeritus membership. Any member who:
- i) breaches the rules and regulations of the Society.
  - ii) refuses or neglects to abide the rules and regulations of the Society,
  - iii) has not paid the dues within the period prescribed.
  - iv) has committed any act which is likely to bring the Society into disrepute,
  - v) has committed any offence as stated in section 11 of the Societies registration act
  - vi) has committed any offence which involves moral turpitude.
  - vii) has been declared as un-discharged insolvent may lose his membership status by a resolution of 3 quarters of the members of Assembly present at a special meeting convened for the purpose, after at least 21 days notice-provided that no such resolution will be passed unless the member concerned is informed by a registered letter at least 21 days prior to such meeting, of the date, time and place of such meeting and of the ground on which it is proposed to remove him from membership of the Society and he/she shall be given an opportunity to explain his/her conduct to the Assembly or in person at such meeting.

## ARTICLE 3. THE COMMITTEE

3.1.1. The Committee shall have the following office bearers :

- i) President : The President shall preside over all Assembly and general body meetings of the Society. In addition to his own vote, the President shall have a casting vote in event of tie and power of signatures in any essential documents. To use all the rights which are valid according to regulations.
- ii) Vice President: To follow all the instructions and as well as use all the powers in the absence of hr President.
- iii) Secretary: The secretary shall maintain the minutes, other documents and records of the Society. he/she shall convene meetings in consultation with the President of the Society. The President, in absence of the Secretary, may also call the meetings.
- iv) The treasure will be responsible for all the transactions of the Society. He shall collect all fees, dues and donations against proper receipts and shall keep all accounts of receipts and expenditure.

The treasurer may delegate his or her responsibilities to the Secretary. Accounts of the Society shall be operated jointly by any of the two among the President, Treasure and Secretary of the organization.

3.1.2. the maximum strength of the Governing Body shall be seven (7) unless increased by a resolution to the Assembly.

3.1.3. All members of the Committee shall be elected only by active members. Only active members can be elected as members of the majority. In case the majority as stated is not attained at the annual general meeting as Assembly, the elections shall be conducted at the subsequent to be convened by the Secretary.

3.1.4. All the members of the Committee shall not function in an honorary capacity and shall not be entitled to draw any salary/stipend, etc. However. members of the Committee shall be entitled to reimburse themselves for any expenses incurred by them on behalf of the Society.

3.1.5. The members of the Committee shall hold office for a period of to years.

3.1.6. The members of the Committee can be elected only for two consecutive terms except where special permission for any further re-election has been granted by the Assembly.

3.1.7. the Committee shall be entitled to co-opt a member of the Society for the unexpected term, in case a vacancy should arises for any reason whatsoever.

3.1.8. Any office majority of the members of the Committee, including the President, can be removed from office by a no-confidence motion of at least 2/3 of the members of the Assembly.

3.1.9. A simple majority of the members of the Committee shall be necessary for recording the consent and approval of the Committee for any resolution. In case of a tie, the President shall have a casting vote.

### 3.2. The Assembly

3.2.1. The Assembly shall consist only of active members.

3.2.2. That only the active members shall have the right to vote. No other member from any other class shall have the right to vote at the meetings of the Assembly.

3.2.3. Members shall be entitled to cast their votes by post provided the vote so cast is received prior to the expiry of the deadlines specified in the notice of the meeting. Any vote not received prior to the expiry of the deadlines specified in the notice of the meeting. Any vote not received by the specified deadline shall be considered invalid even though the said vote may have been put in the course of the post and the fact that member concerned has the requisite proof of posting. An invalid vote shall not be considered at the time of counting of votes and no decision or resolution of the Assembly shall be set aside on the ground that a vote on postal transmission was not considered though the same had been put in the course of postal transmission before the expiry of the specified deadline.

3.2.4. All decisions and resolutions of the Society shall be way of a secret ballot. The Secretary of the Committee shall be responsible for conducting the secret ballot.

3.2.5. That the three fourths of the Assembly shall prescribe the Rules and Regulations and the procedures which shall govern the conduct of the meeting of the Assembly.

3.2.6. That a simple majority of the Assembly shall be necessary to record its approval and consent to any resolution or decision.

3.2.7. That a minimum of three fourths majority of the Assembly shall be necessary for amending the Rules and Regulations of the Society.

3.2.8. That a minimum of the 2/3<sup>rd</sup> majority of the Assembly will be necessary to expel an undesirable member. The life of the Assembly shall be two years.

### 3.3. Powers, duties and functions of the Committee

3.3.1. That the Committee shall have all such powers and will perform all such functions as are necessary or proper for accomplishing the objects of the Society subject however to the powers, functions and duties of the Assembly as are specified under the Present Rules and Regulations.

3.3.2. the Committee shall have the power to buy, erect, construct, sell exchange or otherwise dispose off land, buildings, workshops or any other property of the association or assets and to demolish

or alter the same in any manner.

3.3.3. To consider and approve as the case may be the detailed plans, outline and estimate submitted by the Project Director appointed by the Assembly.

3.3.4. To consider and approve the reports of the project Director time to time during the subsistence of any project undertaken by the Society

3.3.5. To conduct, supervise and coordinate all projects of the Society other than the specified projects of limited time

duration. Such projects shall include inter-alia, cultural activities of the Society as also assistance that the Society may render to the scholar, research workers etc. from time to time.

3.3.6. With regard to the projects as outlined above, the Committee may be empowered to appoint one or more of its members and /or a sub-committee may be empowered to appoint one or more of its members and / or a sub committee which may comprise any full time or part time employee/manager.

3.3.7. The Committee may accept any kind of donation or contribution in cash or in kind from any person, Firm, Company, Corporation, Association, Institution or Trust for the furtherance of the objects of the Society or for any one or more of them upon such terms and conditions as the Committee may in its absolute discretion to think fit.

3.3.8. The surplus funds of the Committee shall be invested as provided in the --- Country ---n Income Tax Act 1961 as amended from time to time.

3.3.9. The Committee shall have full power to enter into contracts for carrying out the objectives of the Society and to employ contractors or departmentally and to suspend experts or execute such work, dismiss any one of them on such terms and conditions as may be considered appropriate and to do all others acts and things incidental to or connected with the furtherance of the objects of the Society or any of them.

3.3.10. If the income from the property of the Society in a particular year is not fully utilized, the accumulated income shall be carried over to the next year (s) or the advancement of any of the objects of the Society, subject to the relevant provisions of the Income Tax 1961.

3.1.11 The Committee may demise any immovable property or properties, for time being and from time to time belongings to the Society.

3.1.12. The Committee shall full power to compromise or compound all actions, suits and other proceedings including

arbitrations and settle difference, disputes connected with and arising out of properties or estates of the Society and do all other acts and things fully and effectually without being liable or answerable for any benefit/loss occasioned thereby.

3.3.13. The members of the Committee may reimburse themselves and pay and discharge out of the corpus of the Society or any of their duties and functions under those present, including traveling expenses and the like but will not be entitled to any remuneration

3.3.14. Any other of the Committee may resign at any time without assigning any reason and without being responsible for any costs occasioned by such resignation.

3.3.15. The surviving or continuing members of the Committee may not withstanding any vacancy in the Committee, act as the Committee. Provided however, if the number of members of the Committee falls below five, the minimum fixed by those present, the remaining number shall except for the purpose for filling up the vacancy, act so long as the number is below the said minimum.

3.3.16. Five (5) members at a meeting of the Committee shall constitute a quorum at any meeting of the Committee.

3.3.17. Any person being:  
(i) an undischarged solvent; or  
ii) convicted of an offence involving moral turpitude; or  
iii) of unsound mind shall be illegible to be a member of the Committee

3.3.18. A person shall cease to be a member of the Committee in any of the following event:  
i) if he dies; or  
ii) if he becomes bankrupt; or  
iii) if he becomes insane or otherwise becomes incapable of acting;  
or  
iv) if he resigns from office

3.3.19. The members of the Committee shall be entitled to sue, with the consent of the President in writing in name of the Society and may similarly be sued in the name of the Society.

3.3.20. The Committee shall have the accounts of the Society audited annually by a firm of chartered accountants duly qualified as stated under the companies Act, 1956 and for this purpose shall have the power to appoint such auditors.

3.3.21. The committee shall be competent to open Bank accounts in any one or more of the banks as may be decided by the committee from time to time.. Every sum of money received on account of the Society, shall be deposit in the credit of the Society's accounts in any one of the said banks unless otherwise expressly provided in the rules or by any resolution of the members of the Committee. The operations of the aforesaid bank accounts shall only be by an

office bearer or authorized person appointed by the committee.

3.3.22. The Committee shall be competent to appoint or make provisions for the appointment of the sub committee (s) to attend or supervise or conduct specific duties or functions or matters relating to the Society, in such manner and subject to such rules and resolution, if any as the committee may represent prescribe.

3.3.23. The Committee may, through a resolution, delegate all or such other Committee and functions of the Assembly or such other committee or functionary, with its absolute discretion as it may deem fit in order to better accomplish any of the subjects for which the Society is founded.

#### 3.4 Powers, duties and functions of the Assembly

Subject to the overall control and supervision of the Committee, the Assembly shall have the following powers, duties and shall perform the following functions:

- a) to identify the projects to be undertaken by the Society in furtherance of the objects of the Society,
- b) to appoint the project director(s) for the projects identified and to be undertaken by the Society,
- c) to appoint from time to time employees as are necessary for the management, administration and functioning of the Society and/ or the Sub-committees on such terms and conditions as it may deem fit
- d) to propose by laws in respect of any matter and offer these to the Committee for consideration and adoption.
- e) to appoint, if it deems fit, delegates to represent the Society in --- Country --- and abroad,
- f) to perform all such acts and duties and exercise all such powers as may be necessary for carrying on the affairs of the Society, subject to the general direction of the Committee.

#### Article 4: Meetings

##### 4.1. Meetings of the Committee

- i) The president of the Committee shall act as chairperson at the meetings of the Committee.
- ii) VENUE- The meeting of the Committee shall be held at the registered office of the Society at --- Place --- or at such place as may be decided from time to time.
- iii) FREQUENCY; The Committee shall meet at least once every year.
- iv) NOTICES :
  - a) At least 7 days clear shall be given for holding the meetings of the Committee .The notice shall be accompanied by an Agenda for the meetings. The notice shall be sent by way of regd., A/D post or under postal certificate.
  - b) At least five days clear notice shall be necessary for any specifically convened meetings of the Committee.
- v) CONVENOR;- The meeting of the Committee shall be convened by the Secretary on the specific directions to this effect being given by the Committee.
- vi) EXTRAORDINARY/SPECIAL MEETINGS:- Any extraordinary/special meetings of the Committee can be convened by three members of

the Committee.

vii) Quorum:- Quorum for the meeting of the committee shall be five (5) and shall necessarily include the President of the Committee.

viii) MINUTES;- The minutes of every meeting of the Committee shall be recorded by the Secretary of the Committee. After the minutes have been drawn up by the Secretary, the same shall be circulated to all the members of the Committee. At the next meeting of the Committee, upon incorporating the suggestions/amendments suggested by members of the Committee, the same shall be ratified. The resolution of the Committee shall be operative only upon ratification by, the members of the Committee.

ix) That the Committee shall prepare an action paper for the forthcoming year within a month from the date of its assuming charge.

x) That the meeting of the Committee shall be held in the month of November every year.

xi) That the decisions of the Committee shall be arrived at by three fourths of the majority of members present and voting. In case of a tie, the Chairperson shall have the casting vote.

xii) Resolution by circulation:- A resolution duly approved and signed by five members including the President of the Committee shall be as valid as a resolution passed by the Committee members in majority. Wherever appropriate, as in the case of elections, the native shall contain the list of candidates for each post or office and the members will be required to tick off their choice of candidates. The Assembly shall, by three fourths majority be free to adopt any rules and regulations or procedures with regard to any issue.



## 4.2. Meeting of the Assembly

4.2.1 The Assembly shall meet at least once every two years for its general meeting in November.

4.2.2 VENUE- The meeting of the Assembly shall be held at the registered office of the Society at --- Place --- or at such place as may be decided from time to time.

### 4.2.3 NOTICES"

- a) That there be at least 41 clear days for meetings of the Assembly.
- b) for any extraordinary or especially requisitioned meetings of the Assembly, there shall be a minimum of 21 clear days' prior notice.
- c) All notices shall be in writing and shall be dispatched by way of registered post or under postal certificate. The Secretary shall retain proof of posting. The notices shall be accompanied by a detailed Agenda.

### 4.2.4. CONVENOR :-

- a) The meeting of the Committee shall be convened by the Secretary of the Committee
- b) That extraordinary Assembly or a specially requisitioned meeting of the Assembly can be convened by a minimum of 25% of the members of the Assembly
- c) with regard to outstation and members of the Assembly resident abroad, the Convenor shall ensure that the notice of the meeting is dispatched to all members at least two weeks prior to the commencement of the minimum of 21 clear days notice period, so that they can transmit their votes by way of posting in case they are unable to attend in person.

4.2.5. QUORUM:- three fourths of the members of the Assembly will constitute the quorum for the meetings of the Assembly.

4.2.6. VOTING:- Decisions at the meetings of the Assembly shall be arrived at by secret ballot. The resolution shall be numbered in seriatim to correspond with the Agenda items. The ballot slip to be transmitted by post shall be sealed by the members in question and the same shall be open only at the time of counting votes.

#### 4.3. Projects

That the project Director appointed by the Assembly for a particular project shall assemble a team of Project Associates.

That the Project Director shall, upon approval from the Committee, employ such persons as may be necessary only for the duration of the project and the contract shall automatically stand terminated on the conclusion of the project. If, for some reason, the project is not completed, the Committee and /or a delegate especially appointed for that purpose will be appointed for that purpose shall be empowered to terminate the contract giving one month's notice or one month's salary in lieu thereof.

#### ARTICLE 5: FUNDS OF THE SOCIETY

The Society shall obtain finance from the following sources :-

- i) membership fee
- ii) Contributions and donation from individuals and private corporations, in furtherance of any of the objects of the Society and in accordance with --- Country ---n laws.
- iii) Contributions from public bodies and institutions, and --- Country ---n and foreign, and in accordance with --- Country ---n laws.
- iv) That the Society's bank account shall be in the name of the "--- Our Organization ---" and shall be operated jointly by the President and the Treasure or by such person(s) as the Committee may decide

#### ARTICLE 6 : BUDGET:-

- a) the Committee shall prepare a budget showing the expected receipts and expenditures for the forthcoming financial year in such and at 6 such time of the year as may be prescribed.
- b) the financial affairs of the Society shall be conducted in accordance with the budget approved by the Committee.

#### ARTICLE 7: ACCOUNTS AND AUDIT

- a) The Society will maintain or cause to be maintained books of accounts and daily records in full compliance with UP laws, in such manner as may be prescribed in consultation with its auditors.
- b) The financial year of the Society will be from the 1<sup>st</sup> of April to the 31<sup>st</sup> of March of every calendar year
- c) As soon as possible after closing its annual accounts, the Society shall prepare a statement of accounts in such form as determined by the Committee in consultation with the auditors of the Society
- d) The accounts of the Society will be audited by Auditors appointed by the Committee
- e) If they are ready, the annual accounts of the Society with the audit reports, will be presented to the Assembly or otherwise they will be presented to the Assembly at a subsequent meeting called for the purpose.

#### ARTICLE 8 : AMENDMENT

Any amendment to the Rules and Regulations of the Society may be made by the Assembly only and will require three fourths of the members as per procedure laid down in the U/see 12 & 12-A of the Societies Registration Act XXI of 1860

#### ARTICLE 9 : GENERAL

- a) members whose names have been removed from the

Membership register for any reasons mentioned earlier shall require the Committee's permission to restore their membership and must pay the fee determined by the Committee to do so.

b) The Society may be dissolved, if necessary, according to the provision laid down in U/sec 12 & 12-A of the Societies Registration Act XXI of 1860

ARTICLE 10:

The secretary of the Society will be the legal representative of the Society