

# RULES AND REGULATIONS

OF

KATHA

## 1. DEFINITIONS

In these Rules and Regulations unless there is anything repugnant in the subject or content:

(i) Regulation shall mean the regulations as hereinafter provided, or as may be amended from time to time.

(ii) Society wherever used, shall mean, KATHA.

## 2. THE GOVERNING BODY

i) The supreme control and management of the affairs of the Society as well as of the properties of the Society shall be vested in a governing body which shall be called the Council and the members of which shall be called the Councillors.

ii) The Council shall consist of at least seven Councillors. This number may be increased by the Council whenever necessary to not more than fifteen inclusive of the Executive Director. The first Council shall consist of the original signatories to the Memorandum of Association, and shall hold office for five years. Subsequently, one third of the members shall retire and the vacancies shall be filled by election from among the members of the Society and shall hold office for three years. No member will be disqualified for standing for election to the Council on the ground that he/she had been a member of the Council earlier.

iii) The following shall be the office bearers of the Society:

- a) President
- b) Vice-President
- c) Executive Director
- d) Councillors - 8 to 15

(a) & (b) will be elected by the General Body along with election of the Councillors.

iv) The Executive Director shall be ex-officio member of the Council and would be nominated by the Council.

v) Any Councillor absenting himself/herself for three consecutive meetings without giving adequate reason shall cease to hold office unless his/her absence is condoned by the Council.

### 3. MEMBERSHIP OF THE SOCIETY

1) (a) Membership to the Society will be by invitation only. Any person desirous of being a member of the Society should have a commitment to the aims and objectives of the Society as spelt out in the Memorandum of Association. A new member may be admitted to the Society by the Council only on the recommendation of a majority of Councillors, and on payment of membership fees as indicated in (b) below. The Council may vary this from time to time.

(b) There shall be the following categories of membership:

Category	Open to	Membership fees
Life	Individuals	Rs. 1500/-
Individual	Individuals	Rs. 500/ (For 5 years)
Associate	Individuals but without the right to vote.	Rs. 300/ ( " )
Corporate	Companies	Rs. 10000/ ( " )
Institutional	Government departments, institutions, registered societies and other non-profit bodies.	Rs. 5000/ ( " )

(c) Corporate and institutional members shall nominate in writing a person to attend meetings on their behalf.

(i) A member who fails to pay the membership fee within three months of when it is due shall cease to be a member unless otherwise permitted by the Council.

(ii) The Council may exempt a member from the payment of Membership fee for special reasons.

iv) A member of the Society shall cease to be one by:

- death
- becoming insane or insolvent
- being convicted of a criminal offence involving moral turpitude which in the opinion of the Council renders him/her unfit to be its member.

v) A member may resign his/her membership of the Society by a letter addressed to the Executive Director.

vi) A member shall have the right to contribute towards the furtherance of the aims and objectives of the Society. A member other than Associate shall have a right to vote in the General Body meetings and contest for election to the Council.

vii) Where a member contributes specific service by way of writing, illustrating, editing, consulting etc., he/she may be paid an honorarium or fee commensurate with the services rendered at rates as approved by the Council.

#### 4. POWERS & FUNCTIONS OF THE GENERAL BODY

i) The General Body shall consist of all the members of the Society. They shall have the powers of:

- a) laying down policy guidelines
- b) deciding on broad areas of activities of the Society
- c) considering and adopting the audited accounts
- d) considering and adopting the Executive Directors' Annual Report.
- e) electing the members of the Council and President & Vice-President *through secret ballot for 4 yrs. 26/11/17*
- f) To make byelaws for the conduct of elections, meetings and various other affairs of the Society and vary them from time to time, as necessary.

ii) There shall be at least one Annual General Meeting of the General Body, held not later than 30 September, to consider and adopt the audited accounts and the Executive Director's annual report and such other matters as may be necessary.

iii) At least 21 days notice will be given before the AGM is held.

iv) The quorum for an annual general meeting shall be one third of the members of the Society. If there be no quorum at the time notified for the meeting, the Chairperson may adjourn the meeting, and no quorum shall be required for such an adjourned meeting

#### 5. POWERS AND FUNCTIONS OF THE COUNCIL

i) ~~EX~~ The Council shall be responsible for the proper management and administration of the affairs of the Society, and shall have all powers which may be necessary or expedient for the purpose.

ii) Without prejudice to the generality of powers of the Council in Clause i) above, the Council shall have the

- a. To appoint auditors every year for auditing the accounts of the Society.
- b. To receive grants, subscriptions and donations for the Society provided that the grants, subscriptions or donations are not accompanied by conditions inconsistent with the Aims and Objectives of the Society, or are considered by the Council as unacceptable for any other reason.
- c. To regulate the expenditure of the Society.
- d. To appoint the necessary staff and prescribe their salaries and other terms and conditions of service.
- e. To co-opt members to the Council as provided for in Rule 2 of these Rules and Regulations.
- f. To purchase, take on lease or accept as gift or otherwise any land or building which may be necessary or convenient for the purpose of the Society, on such terms and conditions as it deems proper.
- g. To sell, exchange or lease, or otherwise dispose of any moveable or immoveable property belonging to the Society on such terms as it may deem proper.
- h. To execute conveyance, transfer of Government securities, re-conveyance, mortgage, leases, bonds, agreements in respect of moveable or immoveable properties belonging to the Society or to be acquired.
- i. To raise money and/or borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the Society or without any securities upon such terms and conditions as they may deem fit.
- j. To invest the funds of the Society in such securities as it may deem fit, and from time to time transpose any investment.
- k. To determine and to receive payment for any special work or service rendered by the Society.
- l. To decide on honorarium or fees payable for services rendered to the Society.
- m. To delegate to the Executive Director functions and powers to be exercised, subject to such conditions as it may deem fit, for the smooth conduct of the business and affairs of the Society.

#### 6. FUNCTIONS OF THE PRESIDENT

- i) The President shall preside over the meetings of the Society, the Council, and its committees;
- ii) He/She shall call meetings of the Society, the Council, and its committees;
- iii) Perform such functions as the Council may specifically entrust to him/her.

#### 7. FUNCTIONS OF THE VICE PRESIDENT

The Vice-President shall act for the President in his/her absence and perform such functions and duties as may be assigned to him/her from time to time by the President of the Council.

#### 8. FUNCTIONS OF THE EXECUTIVE DIRECTOR

- i) The Executive Director shall conduct, within the functions and powers delegated to him/her and subject to the general control and supervision of the Council, the day to day management of the business and affairs of the Society;
- ii) All letters, documents, agreements, instruments and the like shall be signed or authenticated for the Society and the Council by the Executive Director;
- iii) The Executive Director may delegate his/her powers and duties to members of the staff as he/she thinks fit;
- iv) The Executive Director will submit to the Council not later than 31st July (a) the audited accounts for the year ended the previous 31st March, and (b) the annual report of the working of the Society for that year, for consideration and approval of the Council.

#### COUNCIL MEETINGS

Not less than three meetings of the Council shall be held each year, one at least every four months. The quorum at a meeting of the Council shall be one-third of its members.

#### 10. COMMITTEES AND ADVISORY BOARDS

The Council may, by Resolution, constitute:

- a) Committees for any purpose and with such powers as the Council may think fit.
- b) Advisory Boards including persons who need not be

15. AUDIT OF ACCOUNTS

The accounts of the Society shall be audited every year by a Chartered Accountant as appointed by the Council.

16. ANNUAL LIST OF MANAGING/GOVERNING BODY (SECTION 4 OF THE ACT)

Once in every year a list of the office bearers and members of the Society shall be filed with the Registrar of Societies, Delhi, as required under Section 4 of the Societies Registration Act, 1860, as applicable to the U.T. of Delhi.

17. LEGAL PROCEEDINGS (SECTION 6 OF THE ACT)

The Society may sue or be sued in the name of the Executive Director as per provision laid down under Section 6 of the Societies Registration Act, as applicable to the Union Territory of Delhi.

18. AMENDMENTS

Any amendment in the memorandum of Rules will be carried out in accordance with the procedure laid down under Section 12 and 12A of the Societies Registration Act, 1860, as applicable to the U.T. of Delhi.

19. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Society needs to be dissolved, it shall be dissolved in accordance with the provisions laid down under Section 13 and 14 of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi.

20. APPLICATION OF THE ACT

All the provisions under all the Sections of the Societies Registration Act, 1860, as applicable to the Union Territory of Delhi shall apply to the Society.

21. ESSENTIALITY CERTIFICATE

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

V.B. Eswaran  
(President)

N.S. Jagannathan  
(Vice President)

Geeta Dharmarajan  
(Executive Director)

Members of the Council with such advisory functions as the Council may think proper.

- c) The quorum at committees and Advisory Boards shall be one third.

#### 11. BUSINESS BY CIRCULATION

Any business which it may be necessary for the Council or its committees to transact may be transacted by circulation among all its Councillors and any resolution so circulated and approved by a majority of the members signing the circular shall be as effectual and binding as if such resolution had been passed by a meeting of the Council or Committee.

#### 12. SOURCE OF INCOME AND UTILISATION OF FUNDS

(i) Funds of the Society shall be raised by way of entrance fees, subscriptions, donations, gifts, sales of publications, tickets, undertaking of studies and surveys, research projects, lending libraries, rents of premises of the Society, holding of lectures, seminars, training programmes, etc.

(ii) The funds of the Society shall be utilised:

a) to set aside such yearly sums as will be adequate to repay the instalments of any loan as they arise due for payment.

b) to defray all proper costs, charges, and expenses incidental to the carrying out of the business of the Society, including the interest payable on any loans.

c) to appropriate the surplus in such manner and for such purposes as the Council may think fit for the furtherance and promotion of the objects and purposes of the Society.

#### 13. OPERATION OF BANK ACCOUNT

The funds of the Society shall be deposited in accounts in one or many scheduled banks, and the accounts shall be operated by the Executive Director. Such funds of the Society as are not required for current expenses may be held and dealt with in such manner as the Council may deem fit.

#### 14. FINANCIAL YEAR

The financial year of the Society shall be from 1st April to 31st March of the succeeding year.

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पंजीकृत सं. II  
कानून का नाम Rules



28/9/1988 राजस्. सं.  
हस्ताक्षर के अधीन संख्या संज्ञा.  
अधिनियम 1860 के अन्तर्गत पंजीकृत  
किया।  
-Sel-  
समिति राजस्. सं.  
दिल्ली

CERTIFIED TO BE TRUE COPY  
REGISTRAR OF SOCIETY DELHI  
DELHI

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