

**CHHOTANAGPUR CULTURAL ASSOCIATION
OF
CHENNAI TAMIL NADU (Regd.)**

THE CONSTITUTION

RULES AND REGULATIONS

A) Name of the association: **CHHOTANAGPUR CULTURAL ASSOCIATION OF CHENNAI TAMIL NADU**

B) Address : A/9 TNHB Anandam Flats, Sidco Nagar, Main Road, Villivakkam
Chennai -600049

C) The date of formation: 1.4.1997

D) Registration of the district within whose jurisdiction of the association: Central
Madras 18

E) The business hours of the association: 10:00A.M to 1:00P.M 2:00 P.M. to 6:00
P.M.

F) THE OBJECTIVES OF THE ASSOCIATION

1. To promote the art and culture of the tribal people of Chhotanagpur region. For the purpose of the association the Chhotanagpur region includes the geographical area of Jharkhand, Chhattisgarh and tribal districts of West bengal, Orissa and Madhya Pradesh in which these tribes belong namely, Oraon, Munda, Kharia, HO, Santhal etc.
2. To arrange cultural programmes and competitions.
3. To celebrate cultural festivals traditionally with folk songs & dance.
4. To hold seminars, discussions, classes on the cultural activities.
5. To publish magazines and booklets on the art & culture of the tribals.
6. To have a library, a museum and a hall of meetings and for cultural activities.
7. To hold exhibitions on art, culture and handicrafts.
8. To arrange cultural exchange programmes with non-tribal groups with a view to develop national integration.
9. To sponsor the talented tribal artists in various fields.
10. To provide basic amenities to the people coming from the above said region when in need.
11. To undertake any other activities related to the cultural heritage of the tribals, like taking up research projects on the Dravidian linguistic family and to promote & preserve our tribal languages.

G) THE ACTIVITIES OF THE SOCIETY IN FURTHERING ITS OBJECTIVES

1. This society will devote its attention to improve the education standard of the children of the members of the society.
2. The society will arrange tours and trips for the benefit of the society members.
3. Besides this society will endeavour wholeheartedly for the good of its members in every other way.

H) THE NAME OF THE PERSON OR OFFICER, IF ANY, AUTHORISED TO SUE OR TO BE SUED ON BEHALF OF THE SOCIETY:

The president of the society will initiate a civil or criminal cases, if any, against any other Society and conduct these cases only in the name of the President.

I) THE NAME OF THE PERSON OR OFFICER WHO IS EMPOWERED TO GIVE DIRECTIONS IN REGARD TO THE BUSINESS OF THE SOCIETY:

The President is empowered to pass any specific order in the course of day to day administration of the society.

J) ENROLLMENT OF MEMBERS:

- I. Qualification for membership, classification, restrictions and conditions if any therefore.

a. All those who have completed the age of 18 years are eligible for admission as a member of the society, and these members must work for the promotion, betterment and good purpose of the society.

b. They should belong to the above mentioned tribes. (See objective No.1)

c. He/she should be serving or residing in Tamil Nadu/ Puducherry.

Those who want to enlist themselves as a member of the society, will have to fill up the form intended for this purpose and remit the membership fees along with the application form during the office hours of the society. The executive committee has been vested with the power either to admit or to reject the application from submitted by any individual, the decision of. The Executive Committee is final.

- II. The entrance and other fees or subscription if any, to be collected from the members.

- a. The entrance fee in respect of each member is **Rs.100/-**
- b. Every member must pay to the society a sum of **Rs.25/-** per month as membership fee. The dates prescribed for payment of the amounts specified in sub clause, ii(b) above and levy of penalties or fines, if any, imposed on defaulting members.
- c. The membership fee must be paid before 11th of every month and a receipt from society must be obtained.

The contribution received from friends and well wishes, other than the members of the association shall be kept under a separate account and properly audited.

K) REMOVAL OF MEMBERS, THE CIRCUMSTANCE UNDER WHICH MEMBERS COULD BE REMOVED, THE RULES AND THE PROCEDURE FOR SUCH REMOVAL AND APPEAL, IF ANY AGAINST SUCH REMOVAL:

If any member of the society fails to remit the membership fees consecutively for six months he/she will be removed from the primary membership of the society. If the removed member pays all the outstanding dues, on the advice of the Executive Committee, that member will be readmitted. The members, who have entered into subversive activities against the interest of the society will be removed by the president. If any member brings to the notice of the Executive Committee in writing the mistakes committed by any other members of the Executive Committee will examine the case and come to the final decision.

L) RIGHTS, OBLIGATIONS AND PRIVILEGES OF THE MEMBER:

Every member has the right to elect the members of the Executive Committee, to attend the General Body meeting to bring resolutions, to conduct cases either civil or Criminal upon society, to initiate cases against other society, and to give good ideas for the betterment of the society.

If any member is removed from the primary membership for certain reasons, he/she can represent his/her case in writing to the Executive Committee. After reviewing the matter if the Executive Committee finds him/her guilty an apology on the part of the expelled member will suffice to be readmitted.

Every member should try to fulfil the objectives of the society. The members should treat each other as their co-friends. They should honour the rules and regulations of the society without any prejudice.

M) THE MANNER IN WHICH THE SOCIETY SHALL TRANSACT IT'S BUSINESS:

This society will improve its finance through subscriptions and free contributions. The finance of the society will be determined by the Executive Committee to carry out the objectives of the society.

N) THE CONSTITUTION OF THE COMMITTEE SPECIFIED IN SECTION 15, THE QUALIFICATIONS OF THE MEMBERS OF THE COMMITTEE, THEIR TERMS OF OFFICES AND THE PROCEDURE FOR THEIR APPOINTMENT AND RE-APPOINTMENT:

Under the articles of the Tamil Nadu Registration of Society's Laws Part N (15) (1) The Executive Committee means that it consists of 18 persons: one President, one Correspondent Secretary, one Joint-Secretary, one Vice-President, one Secretary, one Treasurer and 12 Executive Committee Members with Honorary legal advisor.

The Executive Committee should convene a meeting once in three months. This meeting should be convened within the first ten days of the first month. The exact date, place and time of the meeting should be intimated to the members of the Executive Committee seven days in advance of the meeting to be through the postal letter / Email / SMS or the letters under the certificate of posting. The quorum must be $\frac{2}{3}$ of the members of the Executive Committee. If there is no quorum the meeting will be convened within the next fortnight of the same time and place. For this meeting the required quorum is necessary. The 2/3 members of the Executive Committee will determine the resolutions of the society and pass them according to the wishes of the members of the Executive Committee.

The urgent meeting of the Executive Committee shall be initiated to the members two to seven days in advance and such meeting can be convened by the president. During this urgent Meeting, any important as well as urgent matters can be discussed.

The present Executive Committee will exist and be in charge for a period of two years. Afterwards under provisions N(15)(3) the members of the Executive Committee will be elected by the General Body members. Under the procedure, the period of the members of the Executive Committee who were elected by the members of the General Body will be duration of two years. On the completion of second year one third i.e. 6 members of the Executive Committee will be retiring and thereby one third member of Executive Committee will be elected on the second year of the term if there is a vacancy caused by some reason or other, the Executive Committee will nominate someone from among the members to fill that vacancy.

In between the gap of one election and the next election, the Executive Committee should be placed before the next General Body meeting for its approval and ratification. But such a person elected during the interim period from the date of nomination cannot be considered completely to continue for a period of two year as a member of the Executive Committee. On the expiry of the term of other members elected during the interim period will cease to be the members of the Executive Committee further according to the wishes of $\frac{3}{4}$ members of the General Body those who reside outside Tamil Nadu / Puducherry can be appointed as honorary Legal Advisers or Honorary Advisers: they need not pay any fee to enlist themselves as members. Those who have not paid the subscription fee are not allowed to participate in the functions of the society: neither are they allowed to exercise their right for voting purposes.

EXECUTIVE COMMITTEE MEMBERS:

- a) To contest in the election for the post of the Executive Committee member, the member must have paid the subscription fee regularly without default, and he/she must be an honest man/woman.
- b) He/she must be a person of a straight forward behaviour in carrying out the functions of the society.
- c) During the three consecutive meetings of the Executive Committee any member remain absent he/she may be removed from the post of the Executive Committee Member. If the removed member asked pardon for his default, he/she will be readmitted as a member of the Executive Committee. This decision is subject to confirmation by the Executive Committee. If the conduct of any member of the Executive Committee is below the dignity and affects the prestige of the committee, a

special General Body meeting will be convened and such a member will be removed if the member of the General Body decides so.

DUTIES:

1. President: The President must preside over all the special Executive Committee meetings. He/She must attend to all the important duties and must give advice to the members of the Executive Committee as to how to run the administration of the society effectively and orderly.
2. Vice President: In the absence of the President, the duties of the President shall be carried out by the Vice-President.
3. Secretary: It is the duty of the Secretary to send intimation to all members in respect of all meetings, to examine the records of the society, and also to prepare the agenda for the meetings. At the end of each month, it is the duty of the Secretary to prepare a list of those persons who have not paid their subscription fee to the society and present the same to the Executive Committee. Further it is the duty of the Secretary to enlist the members and to protect the property of the society. The Secretary would act in accordance with the decisions of the Executive Committee only.
4. Joint-Secretary: In the absence of the Secretary, the duties of the Secretary shall be duly fulfilled by the Joint-Secretary.
5. Treasurer: The Treasurer has to give receipts for any sum of money collected from the members and others. Under the orders of the President as well as Secretary. He/She has to reimburse the amount on receipt of any vouchers. Under the rules and regulations of the society, he/she has to maintain all the records of the society up to date. This is the very important duty of the Treasurer.
6. Executive Members: The Executive Members should assist in every way possible to the Executive Committee Members in passing the rules and regulations of the society.

Audit and Accounts: Financial year of the society will begin from April 1st and ends March 31st of the year. As soon as the financial year comes to an end, the accounts of the society should be audited under the Tamil Nadu societies Registration Act 27 of 1975 under Sub-section N (16) (1) or provision N (21) and the approval of the auditor be sought in this regard.

DOCUMENTS PREPARED AND SEND TO THE REGISTRAR UNDER RULES PROVISIONS N (16) (P) AND TO BE SUBMITTED FOR PERUSAL.

Under the Tamil Nadu societies Registration Rules Provisions N (16) (3) (b) Clause N (17) (2) Provisions N(27) and Clause N (26) also other provisions, notices to be filed, should be prepared in time together with relevant fees and the same be filed before the society Registrar for perusal. This is the duty of the Secretary.

TO EXAMINE THE SOCIETY & ITS RECORDS, ALSO THE RESOLUTIONS AS WELL AS THE PROCEEDINGS THEREOF THE SOCIETY:

The Secretary should check the accounts every day in the evening with the Rules and Regulations Clause (2) and he should be responsible for the acceptance of the accounts or any one from, among the member if Executive Committee should see that the accounts are correct and also he should certify that according to his knowledge the accounts are true.

O) THE PREPARATION AND FILING WITH THE CONCERNED REGISTER OF SUCH RECORDS ANNUAL OR OTHER STATEMENTS WHICH ARE SPECIFIED IN THE ACT AND THE RULES:

Under Tamil Nadu societies Registration Rules and Regulations under provisions N(16) (3) (B) Clause N(17) (2) provisions N(27) and Clause N(26) also other provisions all the notice to be submitted should be prepared in time and together with fees submitted to the society Registrar. This is the duty of the Secretary.

P) THE AUDIT OF ACCOUNTS AND BALANCE SHEET FOR THE FINANCIAL YEAR WITH REFERENCE TO SECTION 16 AND THE PERSON OR PERSONS APPOINTED TO DO SUCH AUDIT:

Within six months of the society financial year i.e. by September, the Society's General Body Meeting should be convened during which the society's previous financial year's accounts (Assets and Liabilities) under provision N(16)(1) the Society's annual earnings or Expenditures within Rs.2500/- the Accounts of Society should be audited by members of the General Body who have passed Tenth standards and that too by two members only. If the earning or expenditure of the society exceeds Rs. 2,500/- and within the limit of Rs. 10,000/-. The audit should be done by the two graduate members who are not members of the Executive Committee but from among the members of the General Body. If the income or Expenditure of the Society exceeds Rs.10,000/- the accounts of the society should be audited by the Chartered Accountant under Rules Provisions N(21) (2). The above audited accounts should be placed before the General Body to get approval. If there are no Graduate Members, the Accounts should be audited only by Chartered Account after wards the audited accounts should be filed before the Registrar within two months.

Apart from this during the past financial year the society should give an undertaking to the effect that the society continued its functions within the ambit of the Societies Rules and Regulations.

At the end of the past Financial Year, the Member of the Society, their names, their profession and their addresses along with a list of members should be forwarded to the Registrar.

During the past financial year if there is any change in the pattern of the members of the Executive Committee the change under Rules clause (17) (2) should be filed within fourteen days, under programmes 7 on behalf of society before the Registrar.

Q) THE SUPPLY OF COPIES OF BY-LAWS, THE RECEIPT AND EXPENDITURE ACCOUNT AND THE BALANCE SHEET, TO THE MEMBERS ON APPLICATION AND THE FEE PAYABLE FOR THE SAME:

Under Rule-Provisions N(17) the Societies by-laws also Income and Expenditure also existing the balance amount, audit report, if the members make a requisition for getting these copies under Societies, Registrations Rules 27/1975 clause, N (23). Specific amount of Rs. 1/- per copy will be collected from the members.

R) IMPOSITION OF FINE, IF ANY, FOR ANY BREACH OF THE PROVISIONS OF THE BY-LAWS BY ANY MEMBER OR OFFICER APPOINTED UNDER CLAUSE(G) OF SECTION 2:

The members of the General Body who violated the rules and regulations of the society and those who indulged in activities against the interest of society will be viewed seriously and removed according to the resolution brought out by the members of the Executive Committee or other steps will be initiated against those members for punishment.

S) THE MODE OF CUSTODY APPLICATION AND INVESTMENT OF THE FUNDS OF THE SOCIETY AND THE EXTENT AND CONDITIONS OF SUCH INVESTMENTS:

The financial of the society under societies Rules and Regulations provisions N(24) Clause N(24) the finance should be deposited in one of the nationalised bank under the savings bank account. The societies accounts should be maintained in the names of the society. (The Accounts shall be operated by the President & Secretary & Treasurer any two of them jointly).

The societies Treasurer can keep money with him to the tune of up to Rs.1000/- in order to meet the daily expenses. For any expense beyond the limit of Rs.1000/- the treasurer has to get the prior approval of the members of the Executive Committee. The Executive Committee should purchase land, immovable property as well as movable property for better prospects of the society and these properties should be in the custody and administration of the president.

T) FUNDS EARMARKED SPECIFICALLY FOR THE PURPOSE OF MAKING PROVISION FOR A DEPENDANT OF A DECEASED OR DISABLED MEMBER AS LAID DOWN IN SECTION 25 AND THE QUANTUM OF PAYMENTS TO BE MADE THEREOF:

No part of the funds of a registered society (save those funds earmarked specifically for the purpose of making provision for a dependant of a deceased or disabled member) shall be divided by way of bonus or dividend or otherwise among its members.

If any member of the Society dies, the finance cannot be sanctioned or allotted to the family members of the deceased under Tamil Nadu Societies Registration Rules Provision N(25)(2) or any member of the society who become active less cannot be eligible to get finance or to get allotment from finance.

U) ARRANGEMENTS FOR TRANSACTION OF DAY-TO-DAY BUSINESS OF THE SOCIETY, THE EXPENDITURE TO BE INCURRED THEREFOR, THE STAFF TO BE EMPLOYED AND THE CONDITION OF SERVICE OF SUCH EMPLOYEES

The Executive Committee will undertake the day to day administration and for that purpose those funds of the registered society.

V)

I. CONDUCT OF ANNUAL GENERAL BODY MEETINGS AS LAID DOWN IN SECTION 26 AND THE PROCEDURE THEREFOR:

The Annual General Body Meeting under Rules Provisions N(22) will be convened once a year that is, in the month of September. Prior intimation about the exact date, time and agenda should be sent to all members of the general body. Prior Intimation about convening the General Body Meeting should be sent in advance 21 days before, under Society's Rules Registration Clause N(25) (2) through the postal letter / Email / SMS or personally to all members of the General Body apart from this under Rules N(25)(3) a copy of the intimation letter should be displayed on the notice board. During the General Body Meeting the audited accounts of the financial year should be placed before the General Body for approval by the members of the General body and for the future financial year, the auditors should approve early and yearly proceedings, selection of members of Executive Committee. Proceedings of the society future aspects of the society, these issues should be discussed in the General Body Meeting. As soon as the audited accounts are approved by the Executive Committee within one month under Rules clause N(22). It should be filed before the Registrar along with proceedings after payment of usual dues.

II. CONDUCT OF EXTRAORDINARY GENERAL MEETINGS AS LAID DOWN IN SECTION 28, AND THE PROCEDURE THEREFOR AND THE NUMBER OF MEMBERS REQUIRED FOR MAKING A REQUISITION IN WRITING, CALLING FOR SUCH A MEETING.

1. The Committee may at any time call an extraordinary general meeting of the Registered Society and shall call such a meeting within such period as may be prescribed after receipt of a requisition in writing from such number of members of proportion of the total number of members as may be specified in the by-laws of the registered society.
2. If an extraordinary General Meeting is not called in accordance with such requisition, the requisitionists shall have power to call such meeting themselves.
3. No extraordinary General meeting shall be deemed to have been duly called if the members of the registered Society have not been given such notice thereof as is required by sub-sections (2) and (3) of section 26.

Some of the Resolutions have to be passed before the General Body. It is necessary to convene special General Body meeting or according to the requests of $\frac{3}{4}$ General Body

members, the Executive Committee under Rules Provisions can convene a special General Body Meeting and can take a decision. If the Special General Body Meeting is not convened within the stipulated time under Rules Provisions N(28) (2) those who have given notice can convene the General Body Meeting. Accordingly, the meeting is conveyed can be considered as in order. The prior intimation of special General Body Meeting must be given in advance before 21 days. The Special General Body meeting is intended for the formation of Society, its intention or any alteration in Rules and Regulations of any intention to make a change or to bring some urgent, special resolution or to bring the no-confidence motion upon the Executive Committee, the Special General Body Meeting can be conveyed for the above purpose. The Special General Body Meeting is only to discuss the particular matter or business and other matters cannot be taken for discussion.

W) OBJECTIVE FOR WHICH PASSAGE OF THE 'SPECIAL RESOLUTION' AS DEFINED IN CLAUSE (II) OF SECTION 2 IS NECESSARY:

“Special Resolution” means a resolution passed by a majority of not less than 3/4 of such members of a registered society entitled to vote as are present in person or by proxy (where proxies are allowed) at a general meeting of which a notice of not less than such period as may be prescribed, specifying the intention to propose the resolution as a special resolution has been duly given.

X) THE EXHIBITION OF THE REGISTER OF MEMBERS, THE BOOKS CONTAINING MINUTES AND THE BOOKS OF ACCOUNT AT THE REGISTERED OFFICE OF THE SOCIETY DURING BUSINESS HOURS FOR INSPECTION BY ITS MEMBERS FREE OF CHARGE:

REGISTER OF MEMBERS:

1. Every registered Society shall maintain a register containing the names, addresses and occupations of its members.
2. The Register of members shall, during business hours, be open to the inspection of any members free of charge and any member may make extracts therefrom.

The register of members specified in sub section (1) Section 14 shall be in form No. VI

MINUTES OF PROCEEDINGS OF REGISTERED SOCIETY'S GENERAL MEETING AND OF ITS COMMITTEE:

1. Every registered society shall cause minutes of all proceedings of its general meetings, and of its committee to be entered in books kept for the purpose.
2. Any such minute, if purporting to be signed by the chairman of the meeting at which the proceedings were held or by the chairman of the next succeeding meeting, shall be evidence of the proceedings.
3. The books containing the minutes aforesaid and the books of account of the registered society shall be kept at the registered office of the society and shall, during business hours be open to the inspection of any member free of charge.

ACCOUNTS TO BE MAINTAINED BY THE SOCIETY:

Every society shall keep and maintain the following books of accounts:

1. Cash book showing daily receipts and expenditure, and the balance at the end of each day.
2. Receipt book, containing forms in duplicate, one of each set to be issued with details for money received by the society and the other to serve as counterfoil.
3. Vouchers, file containing all vouchers for contingent and other expenditure incurred by the society, numbered serially and filed chronologically.
4. Ledger showing consolidated and separate account of all items of receipts and expenditure, member wise as well as item wise.
5. Monthly register of receipts and disbursements.

ACCOUNTS TO BE WRITTEN UP PROMPTLY:

1. Every entry in the books of account required to be kept under rule 18 shall be made as and when the particular event concerned occurs.
2. On the receipt of any money, a receipt shall immediately be prepared by the society and delivered to the payer.
3. A voucher duly signed by the payee shall be obtained by the society at the time of any payment is made to him/her and such voucher shall immediately be filled in the file referred to in clause (c) of rule 18.

QUORUM

For all general body meeting there must be $\frac{1}{3}$ quorum of the members who have attended the General Body meeting. If there is no quorum for General Body meeting it can be postponed, the postponed meeting must be conducted at the same day, same place and at the same time in the next month. Quorum is required for the postponed meeting. Prior intimation should be given to all the members about the postponed meeting. Those who have come to attend the meeting can be treated as quorum and the meeting can be conducted with reference to the request of members of the General Body, the special general body meeting does not require a Quorum.

SPECIAL RESOLUTION:

1. Under Tamil Nadu Societies Registration Rules and Regulations under clause (J) of Section Special Resolution provisions N(11)(12)(30) Besides provision N(41) specific change of name of the registered society formation of the Society, amendment of memorandum and by-laws of the Registered Society, amalgamation of the Society with another registered society for all these functions, special resolution will be passed in the General Body meeting, within 15 days after the special Resolution was passed under rule provision N(26) the same has to deposited before the Registrar with the payment of necessary fees in this regard.

2. Dissolution:

- a. A registered Society may, by special resolution, determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at that time specified in the resolution and all necessary steps shall be taken for the disposal and settlement of the property of the registered society and its claims and liabilities according to the bye-laws, if any, of the registered society and if there are no bye-laws according to the committee or where a special committee is appointed under sub-section (2) the Special committee, may find it expedient.
- b. A registered society may when be passing the special resolution referred to in sub-section (1). Appoint a Special Committee consisting of such number of members as may be specified in the resolution for winding up the affairs of the registered society.
- c. If any dispute arises among the members of the registered society, the committee, or the special committee, if any, the adjustment of the affairs of the registered society, shall be referred to the court and the court shall make such order in the matter as it shall deem fit.
- d. Provided that any matter decided by a Special resolution of the registered society by the committee or by a special committee, if any, shall not be deemed to be a matter in dispute within the meaning of this sub section.
- e. If the central or any state government is a member of or contributory to, or otherwise interested in, any registered society, such society shall not be dissolved under sub-section (1) without the consent of the Central or State Government concerned.

GENERAL:

Under the Tamil Nadu Societies Registration Act 27 of 1975, as well as the G.O. Ms. 380 Industries Department Dated 22.4.1978 the any reference in any such forms in the bye-laws which were explained in detail or which were not discussed or which were omitted, will be implemented under the above said Acts 1975 and 1978.