

# WEST BENGAL SOCIETIES REGISTRATION ACT, 1961

## Rules and Regulations of the Society for Early Modern Studies

### ADMISSION

The signatories to the Memorandum of Association and the office bearers of the Governing Body of this Society shall be the first members of the Society. The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society. Be it noted here that the power to admit the members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason therefore.

### MEMBERSHIP

#### 1) Types of Members

##### a) Honorary Members

Any person whose connection with the Society is deemed to be useful, may, with the consent of that person, be admitted as Honorary Member of the Society. Such a member shall not, however, be eligible to be a member of the Governing Body nor to vote in any meeting.

##### b) Ordinary Members

Any person, qualified to be a member and paying the prescribed ordinary membership fee, may be admitted as an ordinary member of the Society.

#### 2) Cessation of Membership

Any member shall cease to be a member

- (a) on the acceptance of his/her resignation from membership,
- (b) on his/her becoming insane or insolvent,
- (c) on his/her conviction of any offence in connection with the formation, promotion, management or conduct of affairs of Society or a body corporate or of any offence involving moral turpitude.

#### 3) Register of Members

*Sujya Chandra*

*Niranjana Gowami*

The Society shall maintain a register of members containing the names, address and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of the Society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

#### 4) Rights and obligations of members

Any ordinary member of the Society has the right

- (a) to elect and to be elected in any election of the Society,
- (b) to submit suggestion for discussion to the Governing Body and sub-committees on any matter relating to the Society,
- (c) to inspect the accounts and the proceedings of the meetings of the Society on appointment with the Secretary,
- (d) to pay his/her subscription within the prescribed time. Defaulting Members shall not be allowed to take part or vote in a meeting.
- (e) Members shall have one vote each.

#### 5) Expulsion and Removal

Frequent actions of any members, if found by the Governing Body detrimental to the interest and in violation of the regulations of the Society, s/he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body.

In that case, the Governing Body shall first serve the member concerned with a show cause notice showing therein the charges framed and ask him/her to submit his/her statement of defence within a month. On receipt of the explanation, the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him/her to defend his/her case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-parte decision.

For any act of expulsion or termination, no such members shall be entitled to prefer any claim for compensation or damage even if proved on a subsequent date that such act of expulsion or termination was wrongful.

#### BENEFICIARIES OF THE SOCIETY

The Society is established for the benefit of citizens of India and the class of people mentioned above without discrimination of caste, religion, creed or sex.

#### GOVERNING BODY

##### 1) Composition, election/appointment, resignation/removal, terms of office:

There shall be a Governing Body consisting of not less than 07 members. The office

*Supriya Chaudhary*

*Niranjan Gowami*

bearers of the Governing Body shall comprise the President, Secretary, Treasurer, and other members of the Governing Body. Other members of the Governing Body shall be elected at the AGM. The resignation and removal of the Governing Body members shall be dealt with as has been prescribed in the case of other members noted herein before.

#### **TERM OF ELECTION**

The term of office of the Governing Body shall ordinarily be every one year, unless it is dissolved / terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

#### **MEETING**

Meetings of the Governing Body shall be held at least once in three months at such place, date, and time, as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President or the requisitionists may do so provided no business other than those specified in the notice shall be transacted at such a meeting.

#### **NOTICE & QUORUM**

Seven days' notice of the meeting specifying the place, date, time and agenda to be transacted shall be given to every member of the Governing Body. An Emergency Meeting may be called at 24 hours' notice. One-third members will form the quorum at any meeting of the Governing Body. If a quorum is not formed within 30 minutes of the scheduled time, the members present shall adjourn the meeting.

#### **PROCEDURE OF THE MEETING**

The President, or in his/her absence the Secretary, or in his/her absence also the members present shall elect a chairperson of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President shall have a second or casting vote in addition to his/her own vote in case of equality of votes.

#### **POWER AND DUTIES OF THE GOVERNING BODY**

The Governing Body shall have general power of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties:

- (i) To appoint sub-committees with such power and duties as may be considered necessary or expedient.
- (ii) To accept donations, gifts, subscriptions, movable or immovable property for the

*Supriya Chaudhuri*

*Nirvanjan Gowami*

**objects of the Society**

**(iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Society with prior approval at AGM**

**(iv) To keep proper accounts of the Society and to open bank accounts in the name of the Society in one or more banks.**

**(v) To co-opt not more than two members to the Governing Body**

**(vii) To appoint a person or persons on payment to assist the Secretary/Treasurer in the maintenance of accounts etc.**

**(viii) To invest the funds as per the provisions of Section 11(5) of the Income Tax Act, 1961.**

#### **SAFE CUSTODY OF PROPERTIES**

**The Governing Body shall be responsible for the funds, properties and assets of the Society. The funds of the Society shall be kept in banks/post office/mutual funds and be invested in any securities specified under Section 20 of the Indian Trust Act, 1882.**

#### **BOOKS OF ACCOUNTS AND INSPECTION**

**The books of account and other statutory books shall be kept at the registered office and shall be open for inspection of the members at such time and place as the Governing Body directs on a written request made by any member.**

#### **ACCOUNTING YEAR**

**The accounting year of the Society shall be from the 1st day of April to the 31st day of March of the following year.**

#### **BANK OPERATION:**

**The banking accounts of the Society shall be operated by the Secretary, President, Treasurer or any two of them jointly.**

#### **GENERAL MEETING**

##### **Annual General Meeting**

**Notice : The Secretary shall annually call the Annual General Meeting as per the provisions of W.B.S.R. Act, 1961, giving at least 14 day's notice to all members. The notice shall contain the place, date, day, and time of the meeting.**

##### **Agenda:**

**The business to be transacted at the AGM shall be:**

**(a) to confirm the minutes of the last AGM and of special general meeting if any,**

*Sujya Chaudhuri*

*Niranjana Gowami*

- (b) to adopt with or without modification the report of the working of the Society for the previous year,
- (c) to pass audited accounts of the Society for the previous year ended,
- (d) to appoint qualified Auditor or Auditors,
- (e) to transact such business as may be fixed by the Governing Body,
- (f) to transact such other business as may be brought forward by giving 14 days' previous notice by any member,
- (g) to conduct general elections.

#### **QUORUM OF THE MEETING**

1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

#### **MANNER AND METHOD OF VOTING**

The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

#### **Special General Meeting:**

A special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 days' notice shall be given to every member for a special general meeting. Members may request the Governing Body for a special General Meeting by placing a requisition signed by 2/3rd of the total members. In that case, the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisition shall hold such meeting provided no business other than those specified in the notice shall be transacted.

#### **Extra-ordinary General Meeting:**

The Governing Body may direct to convene an Extraordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the Society. Seven (7) days' notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations shall be carried out if accepted by three fourths of the members present at the meeting.

#### **DUTIES OF THE OFFICE BEARERS**

##### **President :**

S/he shall (a) preside over all meetings of the Society, (b) take all disciplinary actions such as removals, dismissals, etc., in consultation with the Governing Body, (c) advise

*Sujya Chandhuri*

*Niranjan Gowami*

the Secretary in any matter requiring urgent attention, (d) call emergency meeting.

**Secretary :**

S/he shall (a) convene all meetings of the Society, (b) maintain minute books of all meetings, (c) issue general circulars and notices (d) receive all applications for membership which shall be placed before the Governing Body, (e) sign on behalf of the Society all receipts for all sums received as subscription etc, (f) sign and give pay order on all bills for payments, (g) get the accounts of the Society audited by a Chartered Accountant, (h) ensure compliance with statutory requirements, (i) transact all other business subject to the direction of the Governing Body.

**Treasurer:**

S/he (a) collect and receive all sorts of subscriptions, donations and grant receipts thereof, (b) maintain and keep cash books and such other accounts as are necessary, (c) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

#### **MAINTENANCE AND AUDIT OF ACCOUNTS**

The Society shall maintain books of accounts as required under sec 15(1), (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in sec. 15(2) of the Act.

#### **SUIT & LEGAL PROCEEDINGS**

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Governing Body.

#### **ALTERATION OF THE MEMORANDUM & REGULATIONS**

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by 3/4<sup>th</sup> of the Members in a general meeting called for the purpose. The Governing Body shall have powers to make, alter, modify, or rescind such Regulations as may be considered necessary in the interest of smooth functioning of the Society.

#### **DISSOLUTION OF SOCIETY**

Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4<sup>th</sup> members of the Society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Society, if any, after dissolution. In the event of dissolution, the assets of the Society remaining on the date of dissolution shall under no circumstance, be distributed

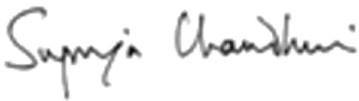
*Sujya Chandra*

*Nirajan Gowami*

among the members but the same shall be transferred to other societies having similar objectives.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Regulations of Society.

Signature of three members of the Governing Body

1. 

(Supriya Chaudhuri)  
President

2. 

(Niranjana Goswami)  
Secretary

3. 

(Doyeeta Majumder)  
Treasurer

Date: 08.09.2025

