

KARNATAKA SOCIOLOGICAL ASSOCIATION, SHIVAMOGGA RULES AND REGULATIONS

1. The Association is established for the objects mentioned in the memorandum of Association to which these Rules and Regulations are approved. Those shall be called the Rules and Regulation of the Karnataka Sociology Association

MEMBERSHIP

2. **CLASSES OF MEMBERSHIP:** The Membership of the Association shall consist of the following classes:
 - 1) **INSTITUTIONAL MEMBER** : The institution which pays Annual subscription of Rs. 600/-
 - 2) **PATRONS** : Persons contributing Rs. 5000/- or more in one lump sum.
 - 3) **LIFE MEMBERS:** Persons contributing Rs. 2500/- in one lump sum.
 - 4) **ORDINARY MEMBERS:** The persons contributing Annual subscription of Rs. 250/-

3. **ELIGIBILITY:**

The persons or institutions who accept the objectives of the Association shall be eligible to become the members of the Association.

4. **ADMISSION:**

The application for membership of individuals shall be proposed by a member and accepted by the Executive Committee of the Association. The academic and cultural institutions which accept the objectives of the Association may be recognized as Institutional Members by the Executive committee on payment of an annual subscription of Rs. 600/-. Every Institutional member shall be entitled to depute two delegates to the Annual session of the Association and such delegates shall enjoy the privileges of ordinary members.

Note: The ordinary / Institutional members shall pay their Annual Subscription before the close of June every year. The patron and life members are not required to pay the Annual subscription.

5. **RIGHTS AND PRIVILEGES:**

All the members of the Association shall be eligible to attend the General Body Meeting and Annual Sessions and to take part in the discussions and to hold various offices of the Association.

6. **VOTE:**

Each Member, irrespective of class of Membership and every Delegate of Institutional Members shall have one vote only and exercise it in person. A member in arrears of his subscription is not entitled to exercise his right of vote. The Secretary of the Association shall prepare a list of members eligible to vote at least 15 days prior to the date of Annual General Meeting.

7. **HONORARY MEMBER:**

The Executive Committee may admit eminent persons in the field of sociology as Honorary Member of the Association. Such Honorary Member need not pay any subscription and they shall have all rights and privileges of membership except voting.

8. **REGISTER OF MEMBERS:**

A register of members shall be maintained in the office of the Association and the name, full address etc, of every member shall be entered and their signature taken.

9. **THE GENERAL BODY**

The assembly of members of all classes eligible to vote shall constitute the Central body. There shall be Annual General Meeting and Special General Meeting.

10. **ANNUAL GENERAL MEETING:**

The Annual General Body Meeting of the Association shall be held every year on any date within a period of six months from the date of closing of its accounts. The subjects noted below shall be discussed at the Annual General Meeting.

(1) Annual Report (2) Audited Statement of Accounts (3) The Programme of work to be undertaken during the year (4) The Budget for the year and (5) Election of Members of the Executive Committee (6) Appointment of Auditors for the Audit of Accounts.

11. SPECIAL GENERAL MEETING:

The Special General Meeting of the Association may be called at any time by the Executive Committee. But if there is requisition as per section 11(3) of the KSR. Act. 1960, the executive committee shall call the special general meeting following the procedure laid down there under. At the special general meeting called as per requisition, the subjects noted in such requisition only shall be discussed.

12. NOTICE:

A notice, of not less than 14 days, in case of annual general meeting, not less than 7 days, in case of special general meeting, and not less than 21 days in case of special general meeting to be called for the amendment of the memorandum or the rules and regulations shall be sent to all the member of the Association. The date, hour, the place of meeting and the Agenda of the subjects to be discussed shall be mentioned in the notice. The proceedings of a general meeting shall not be invalid only for the reason that the notice has not been received by any member.

13. QUORUM:

The quorum for a General Meeting shall be 1/3 of the total member of members or 25 whichever in less. It may be adjourned for an hour and then held. If again there is no Quorum within half an hour, the members present shall **discuss** of the subjects on the Agenda. No fresh subjects shall be discussed.

14. AMENDMENT:

The amendments to the Memorandum of Association and to the Rules and Regulations shall be done in accordance with the provisions contained in sections 9 and 10 of the Karnataka Societies Registration Act. 1960. Such amendments shall come into force from the date they are approved by the Registrar of societies.

15. THE PRESIDENT OF THE ASSOCIATION

Shall preside at all the meetings of the general body and of the executive committee. In his absence, one of the Vice Presidents shall preside. In the absence of the president and all the Vice Presidents the member's present, the member present shall elect one amongst them to be the Chairman for that meeting.

16. DECISION:

All questions in the general body or the executive committee may generally be decided by the majority of votes on any subject, the president of the meeting shall also have a vote.

17. The proceedings of the meetings of General Body and of the Executive Committee shall be recorded in a separate book kept for the purpose by the President of the Meeting or at his directions by the Secretary by The President of the Meeting shall sign at the end.

18. The members, who wish to have any subjects placed before the General Body Meeting, shall furnish to the Secretary in writing not less than seven days before the date fixed for the meeting.

19. The General Body shall have the power to take disciplinary action against any member who acts in any way prejudicial to the interest of the Association. It has authority to remove any office bearer by a majority in a meeting specially convened for the purpose.

20. ATTENDANCE BOOK:

A separate Book to record the attendance of the members at the General Body Meeting shall be kept and the signatures of members shall be taken for having attended the meeting

21. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting for which the adjournment took place. Such adjourned meeting may proceed with the business even though there is no quorum.

22. EXECUTIVE COMMITTEE

The administration of the affairs of the Association shall vest in Executive Committee consisting of 23 members including a president. (3 Vice Presidents, One Secretary, 2 Joint Secretaries, a Treasurer and 15 Members). All these 23 Members shall be elected every year at the annual General Meeting. The subscribers to the memorandum shall be the First Members of the executive committee and they shall continue in office till next election. The retiring members shall be eligible for re- election.

23. Within 12 days of election of the members of the executive committee, the meeting of the said members shall be called and the Office- Bearers elected in the meeting. The out-going Secretary and Treasurer shall immediately hand over the charge of Office to the Incoming Secretary and the Treasurer, respectively.

24. The meeting of the executive committee may be called at any time required by the Secretary in consultation with the President. In care of urgency, the president may call the meeting. But it shall be called once in three months. The meeting may be called at any suitable place even out -side the Head-Quarters of the Association.

25. NOTICE:

To convene the committee meeting, a notice of at least 5 days shall be given to the committee members and in that notice the date, hour, the place of meeting and the subjects to be discussed shall be noted.

26. QUORUM:

Not less than 1/3 of the total committee members shall form a quorum at the meeting of the executive committee. If there is no quorum within half an hour fixed for the meeting, the meeting shall be adjourned for half an hour and continued. If again there is no quorum in the adjourned meeting also, the members present shall be deemed to form a quorum and the subjects on the original agenda disposed of. No fresh subjects are discussed.

27. If a member of a committee absents herself/himself for 3 consecutive meetings without leave of the committee or is in arrears of his subscription, shall cease all to be a member of the committee.

28. **Co-option**: Any interim vacancy or vacancies in the Executive Committee by way of death, Resignation or otherwise may be filled in by Co-option by the remaining members for the unexpired period. So also the interim vacancies of Office- Bearers may be filled in for the unexpired period.

29. **Functions**:

In addition to the duties mentioned elsewhere in these rules, the Executive Committee shall have the following functions and responsibilities:

1. To enroll and remove members
 2. To scrutinize the accounts, to get prepared the annual statement of accounts and the Budget for the ensuing year and to place same before the annual general meeting for approval
 3. To appoint and dismiss the paid staff of the association.
 4. To attend to court work and to represent to Government, Universities, or any other bodies corporate on behalf of the association.
 5. To appoint legal advisors for the business of the Association and fix up their remuneration. To appoint sub- committees for specific work and to frame subsidiary rules for the business of the Association.
 6. To manage and control all funds and property raised for and in the name of the Association
 7. To propose amendments to the memorandum to the rules and regulations. To co-opt persons, to initiate any action and report the same to General Body.
 8. To take all measures relating to the realization of the objectives of the association.
30. The subjects at the General Body or of the executive committee meeting may generally be decided by show of hands or by obtaining the opinion of the Members by the President of the Meeting. But the election of the Members of the Executive Committee (if arises) shall be done as per the central rules of election by secret ballot at the annual meeting of the Association. The office bearers of the Association shall be elected at the First Meeting after election as provided in rule number 23 above.

31. POWER AND FUNCTIONS OF THE OFFICE – BEARERS

President: The president is the executive head of the association. He shall have authority to preside over the meeting of the Association and of the Executive Committee, to regulate their proceedings, to exercise all powers of supervision over all the affairs of the Association, to advise other office-bearers, to supervise the work of the Secretary and the Treasurer, to be responsible for the observance of the Rules and Regulations, to carry out the resolutions of the Executive Committee and to call meeting in case of urgency.

32. **VICE –PRESIDENTS:** The Vice Presidents shall perform the duties and functions of the President in his absence or at the request of the President.
33. **SECRETARY :** The Secretary shall carry out the day to day administration and the decision of the Committee, shall conduct all correspondence of the Association, make arrangements for the meeting of the Annual State Congress of Sociology in collaboration with the local executive, keep the minutes of meetings of the General Body and of Executive Committee, conduct all elections, keep charge of the office books and register of the Association except the account Books and to sign the cheque along with the Treasurer and to do such other work pertaining to the business of the Association.
34. **JOINT SECRETARIES:** The joint secretaries shall assist the Secretary in the performance of his duty and discharge the duties of the Secretary in his absence.
35. **TREASURER:** The Treasurer shall be financial officer of the Association and shall have the following functions:
 1. To receive money, to issue receipts and as per the decisions of the committee, to disburse money.
 2. To maintain proper account of all money received and spent to prepare monthly statement of receipts and payments and place before the Executive Committee for its approval.
 3. To proper the Annual Statements of accounts to get them audited and prepare the budget and place the same before general meeting.
 4. To operate the bank account along with the secretary as per the decision of the committee.

5. To be the custodian of the books pertaining to the financial matters and be responsible for their safety. To do other work concerning the Financial matters.
36. **BANK ACCOUNT:** The executive committee shall have power to open accounts at any banks and post office and the same shall be operated by the Treasurer and the secretary jointly. The Treasurer shall credit the receipts to the bank accounts as early as possible and he shall keep cash on hand within the limit fixed by the Committee.
37. **ACCOUNTS:** the official and financial year of the Association shall be from 1st April to 31st March of the succeeding year.
38. **BOOKS OF ACCOUNTS:** The association shall maintain (1) Cash Book, (2) Ledger Book,(3) Member Register, (4)Properties Register, (5) Meeting proceedings Book, (6) Receipts Books , and Voucher and other Books required for the business of the Association
39. **AUDIT:** As soon as the official year closes the treasurer shall get the annual statements of accounts prepared and be got audited by a person authorized under section 226 of the companies act 1956 (appointed by the General Meeting) to audit the accounts of the companies registered in the state of Karnataka or by a Chartered Accountant and place the same before the Annual Genera Body Meeting for its approval.
40. **FILLING OF ACCOUNTS:** On or before the 14th day succeeding the day on which the Annual General Body Meeting is held, there shall be filed with the Registrar of Societies a list of members of the Executive Committee with the Audited Statements of Accounts and copy of the proceedings of the General Meeting by the Secretary as per section 13 of the KSA. Act 1960.

General

41. **LEGAL MATTERS:** In any legal matter in which Association is involved, the secretary of the Association shall sue or be sued.
42. **AMALGAMATION:** In case of amalgamation of the Association, the procedure laid down in see. 21 of the KSR Act shall be taken.
43. **DISSOLUTION:** In case of Dissolution of the Association the procedure laid down in sections 22 and 23 of KSR. Act.1960 shall be taken.

44. **ASSOCIATION PROPERTY:** Any property movable or immovable shall be with the Executive Committee. In case of disputes the decision of the Executive Committee shall be final.
45. **PUBLICATIONS:** No member of the Association shall be entitled to issue notifications or press statements without the prior permission of the Executive Committee and if he does so, he shall be liable for disciplinary action by the Committee.
46. **AFFILIATION:** The Executive Committee shall have authority to affiliate with any organizations having the same or similar objects of the Association and to pay such fees as levied by such organizations and to take part in their deliberations.
47. **ISSU (Muddam) OF NOTICES:** The notices of the Association shall be delivered in person or by post under certificate of posting and a copy published on the Notice Board of the Association.
48. **WORKING HOURS:** The working hours of the Association shall be from 10-30 A.M. To 3-00 P.M. The Committee shall have power to change the office hour under intimation to the Registrar of Societies.
49. If it is subsequently found that there was defeat in the election or appointment of an Office- Bearer or an officer, the work done by such Office- Bearer or by the officer so far shall not be invalid.
50. For all things and matters which have not been specifically provided for here in above, the provisions of the Karnataka Societies Registration Act, 1960 and the rules made there under, shall apply.
51. These Rules and Regulations shall come into force from the date this Association is registered.
- (Receipt No. 91448/4-2-1994, Date of Registration at Shivmogga, District Registration Office)

Yours faithfully

Witness

Signed by R. Rajesh
with residential address given

Signed and sealed. The District Registrar Shivmogga.