

# **SHREE NARAYANA CULTURAL MISSION**

Jodhpur Tekra, Ahmedabad – 380 015.

Trust Reg. No. F / 388 / Ahmedabad

[Society Reg. No. GUJ / 305 / Ahmedabad]

Dated : 5 / 9 / 1969

## **THE AMENDED BYE - LAWS of Shree Narayana Cultural Mission**

Approved and adopted  
In the General Body Meeting held on  
Sunday the 30<sup>th</sup> July 2023

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## MEMORANDUM OF ASSOCIATION

- I. Name** : The name of the Trust shall be  
“SHREE NARAYANA CULTURAL MISSION”,  
AHMEDABAD.
- II. Office** : The office of the Trust shall be situated at Jodhpur Tekra,  
Ahmedabad – 380 015, Gujarat, India.
- III. Jurisdiction** : The area of operation of the Trust shall be limited to  
Ahmedabad and Gandhinagar Districts.
- IV. Aims & Objects** : The aims and objects of the SNCM are Charitable,  
Educational, Social and Cultural activities for the general  
public, irrespective of caste, creed or religion. Viz:
- (a) (i) To establish, conduct and maintain educational  
institutions such as Schools, Colleges etc.
  - (ii) To establish, conduct and maintain research  
institution for carrying out socio-economic research  
particularly relevant to the socially weaker sections  
of the Society.
  - (iii) To spread the Philosophy of Shree Narayana Guru i.e.  
'One caste, one religion and one God for men', and to  
work for the cause of Universal Brotherhood.
  - (b) To start libraries and reading rooms.
  - (c) To aid, establish and provide charitable dispensaries, health  
centres, etc.
  - (d) To establish student's homes and public halls.
  - (e) To promote social and cultural centres and sports facilities.

To promote any other activity for the benefit of the general public in furtherance of the  
above mentioned objects of the SNCM.

# SHREE NARAYANA CULTURAL MISSION

## BYE LAWS

1. **Introduction** : Shree Narayana Cultural Mission is a Public Trust formed with the aims and objects stated in the Memorandum of Association.
  - 1.1 Short title : These Bye-laws may be called the amended Bye-laws of Shree Narayana Cultural Mission.
  - 1.2 Commencement : These Bye-laws shall come into force on such date as the General Body may, by resolution, appoint.
2. **Definitions** : The following terms shall have the meaning hereinafter stated for the purpose of interpretation of these presents, unless they are repugnant to the context or inconsistent with the objects.
  - a) "SNCM" means SHREE NARAYANA CULTURAL MISSION, AHMEDABAD.
  - b) "Member" means a person enrolled as Patron or life Member of the SNCM.
  - c) "Committee" means the Managing Committee and Special Committees.
  - d) "The General Body" means an ordinary or extra ordinary meeting of the Members of SNCM called according to these Bye-Laws.
  - e) "Resolution" means a resolution passed in the meeting of the General Body, the Trustees or the Managing Committee, as the case may be.
  - f) "year" means the financial year commencing from 1<sup>st</sup> day of April to the 31<sup>st</sup> day of March.
  - g) "Month" means the English (Gregorian) Calendar months.
  - h) "Register" means the Register of Members of the SNCM.
  - i) Masculine gender includes the feminine and vice versa.
  - j) Singular terms include plural and vice versa.
3. **Membership** :
  - (a) The membership of the SNCM shall be open to all persons who have attained the age of 18 (eighteen) years on the date of enrolment and who believe in Shree Narayana Guru's philosophy and subscribe to the aims and objects of the SNCM, irrespective of caste, creed or religion.

Provided that those who are paid employees of the SNCM and / or any of the institutions established, conducted and maintained by it, shall not be eligible for becoming members.
  - (b) Children of members who have reached the age of 18 on the enrolment date are eligible for membership, irrespective of whether new memberships for the general public are suspended for any reason. This should be actioned within three months of receiving applications from the eligible member, accompanied by the prescribed membership fee.
  - (c) The members shall be of the following categories :
    - (I) Patrons : A person subscribing Rs. 25001/- shall become patron on receipt of payment.

- (ii) Life Members : A person subscribing RS. 2501/- in lump sum shall become a Life Member on receipt of payment.
  - (iii) Membership Transfer Fee Rs. 501/-, subject to clause 3(g)(i).
  - (iv) The SNCM shall issue photo identity cards to all the members and such identity cards shall have to be produced at the time of attending all official meetings, General Body Meetings and elections.
- (d) Admission of Members :
- (i) Any person desirous of being admitted as member of the SNCM in terms of clause 3(a) shall submit the prescribed form duly filed in along with membership fee to the Convener of the respective ward of which such person belongs to. The Convener of the Ward shall forward the form to the General Secretary with his remarks, which shall be placed by the General Secretary before the Managing Committee, Managing Committee shall consider and forward the form to Board of Trustees with their recommendation. Such person shall become a member only after the Board of Trustees has accepted the form and membership fee of such person and passed a resolution to that effect.
  - (ii) The Board of Trustees shall have absolute discretion either to accept or reject the form of any person for membership. In case of rejection of the form, the reason thereof shall be assigned and the amount deposited will be refunded and mere deposit of amount will not confer any right on the person to claim membership and no claim for membership on that ground will be entertained.
- (e) Cessation of Membership; A person shall cease to be a Member :
- i. On his / her expulsion
  - ii. On his / her becoming paid employee of the SNCM and / or any of the institutes established, conducted and maintained by it.
  - iii. On his / her resignation.
  - iv. On his / her being declare insolvent.
  - v. On his / her being criminally convicted of an offence.

In the event of a member becoming a paid employee of the SNCM and / or any of the institutions established, conducted and maintained by it, his / her membership shall be frozen forthwith automatically without any notice or communication in this behalf. Accordingly necessary noting shall be made in the Membership Register when he / she ceases to be a member as stated above.

In case 3(e) i, iii, iv & v, on cessation of membership as aforesaid, such a person shall not be entitled to claim refund of the membership fee or to claim any right whatsoever in this regard. The name of a member shall be removed from the Register, when he / she ceases to be a Member as stated above. On cessation of membership as aforesaid, such a person shall not be entitled to claim refund of membership fee or any other amount contributed by him to the funds of the SNCM.

- (f) Suspension or Expulsion of Members :

A member of SNCM may be suspended or expelled, depending on the seriousness of misconduct / misbehaviour / activities, more particularly listed under Schedule No. 1 appended to these byelaws, or any act involving moral turpitude or any other act detrimental to the interest of the SNCM, on good and valid reasons and on determination

that the concerned Member has engaged in conduct seriously prejudicial to the objects and interest of the SNCM. If any one of the grounds appears to exist for suspension or expulsion of a member, the procedure set forth below shall be followed:

- i. In case of any misconduct as stated hereinabove, under the instructions of Board of Trustees, The General Secretary of the SNCM shall issue a show cause notice to the member, in writing as to why the member should not be suspended or expelled, as the case may be, and calling upon to submit the explanation thereof in writing within a period of 15 days from the date of notice.
- ii. If the Board of Trustees concludes that there has been serious misconduct, including:
  - a) An act involving immorality with ample proof (actions or behaviour that severely offend community or social norms).
  - b) Undeniable evidence of theft.
  - c) Fraud backed by sufficient proof.
  - d) Misappropriation or embezzlement of funds.
  - e) Conviction for any offence.
  - f) Disruptive violent behaviour in official meetings resulting in harm or injury to others.

The Board of Trustees and Managing Committee may, in a joint meeting, direct the General Secretary to suspend the member in question immediately, pending an inquiry. This decision requires a 2/3 majority vote. The inquiry must be completed within six months of receiving an explanation from the affected members. For all other cases, as envisage schedule-I Code of Conduct, the process outlined in clause 3(f)(i) must be strictly followed.

- iii. Upon receiving the concerned member's explanation, it will be reviewed in a joint meeting of the Board of Trustees and Managing Committee. The Committee will evaluate the response and, with a 2/3 majority, make an appropriate decision. If the explanation is deemed satisfactory, any suspension will be lifted. If the explanation is unsatisfactory, or no explanation was provided, the Board of Trustees and Managing Committee will form an investigation committee of at least five members to further examine the matter and produce a report. The accused member will have the right to nominate two members to the investigation committee, while the Trust (SNCM) will appoint the remaining three members, including the chairman.
- iv. The member in question will be granted the chance to present their case, either in person or through a designated representative. After hearing the perspective of the member or their representative, the investigation committee will compile a report, which will include their recommendations and submit it to the Board of Trustees.
- v. In case the recommendation of the committee is of suspension or expulsion of the member depending on the seriousness of misconduct, a vote of two-thirds (2/3) of the Board of Trustees and Managing Committee remaining present and voting will be required to decide whether or not the member concerned should be suspended or expelled. As far as the decision of suspension of a member is concerned, the decision of the Board of Trustees and Managing

Committee shall be final and the period of suspension in any case shall not be more than five years. However, in case of expulsion of a member, such decision shall be placed before the next AGM and the decision shall become final on the AGM passing a resolution to that effect on a simple majority. If the suspension is for more than one year such decision shall be ratified in the next AGM.

g. Re-admission of members

- i. In case of death of a member, if there was no disciplinary proceedings initiated against the said member, a senior non-member of the said family (i.e. only parents / spouse and / or children) can apply to SNCM for transfer of membership. Such an application shall be considered by the Board of Trustees and managing Committee making them liable to enrol with a token membership fee of Rs. 501/- and effective from 7<sup>th</sup> December 2014 i.e. date on which this clause was introduced in the byelaws. The decision of the Board of Trustees and Managing Committee in this regard shall be final.
- ii. In case of clause 3(e)(I), no member who has been expelled from the membership, shall be eligible for readmission. In case of suspension, the person shall be continued as member after the period of suspension is over.
- iii. In case of clause 3(e)(ii), on the member discontinuing from service of the SNCM, it will be open to him / her to apply to the SNCM to restore the membership, provided there was no stigma during the course of his / her employment.

Such application shall be considered and decided by the Board of Trustees and Managing Committee, after considering his / her record, and the decision of the Board of Trustees and Managing Committee in this regard shall be final.

- iv. In case of clauses 3(e)(iii) to (v), no person shall be eligible for readmission.

**4. Management :**

The activities of the Trust shall be managed by the Board of Trustees ably assisted by the Managing Committee constituted under these bye-laws.

4.1 Trustees :

Trustees serve as the guardians of Trust properties, responsible for holding, investing and managing the funds.

- i) The Board will consist of FIFTEEN Trustees, inclusive of the President, Vice President, General Secretary and Treasurer of the SNCM. The President will act as the Managing Trustee who in collaboration with the other Trustees, will oversee the management, control and administration of the SNCM's properties, assets, capital funds and all other activities.
- ii) Election of Fifteen (15) Trustees including (President, Vice President, General Secretary and Treasurer).

A person :

- i. Who has been a Patron or Life Member for not less than three years, and
- ii. Who has held the post of Trustee, Vice President, General Secretary, Treasurer for one tenure in accordance with clause 4.6 of the bye-laws shall be eligible to be elected as President.

- iii. All those who held the post of President in the past irrespective of the tenure shall also be eligible to be elected as President.
- iv. All members who have held the post of Trustee, Joint General Secretary, Joint Treasurer, Organising Secretaries and Ward Conveners who have completed one tenure in accordance with clause 4.6 of the bye-laws shall be eligible to be elected as Trustees, Vice President, General Secretary and Treasurer.
- v. All existing members as on July 30, 2023 i.e. the date of Bye-Laws amendment, shall be eligible to contest for the positions of Trustees, Vice President, General Secretary, Treasurer, provided such member must have been a member either in the Ward Committee, Sub Committee, Special Committee or other committee for a minimum duration of two years in the past or on the date of next elections.
- vi. No individual shall be considered for a third successive term for the positions of President, Vice President, General Secretary, Treasurer or Trustee unless have spent one term out of office.  

However, excluding the President who has served a full two terms, in accordance with clause 4.6, persons occupying the positions of Vice President, General Secretary, Treasurer and Trustee shall be eligible to contest for the position of President for a single term even after completion of two terms. On such instances, the person thus elected as President shall spent one term out of office after completion on his term as President to be eligible for re-election on any position.
- vii. The vacant post(s) of Trustees and others as the case may be in between election shall be filled in by co-option of persons from among the eligible members or by giving charge to an existing managing committee member in a meeting of the Board of Trustees, for the remaining term.

#### 4.2 Managing Committee :

- i. The Managing Committee shall consist of 22 members namely:
  - a) Vice President (One)
  - b) General Secretary (One)
  - c) Treasurer (One)
  - d) Joint General Secretary (One)
  - e) Joint Treasurer (One)
  - f) Organising Secretaries (Four)
  - g) Ward Conveners (Thirteen)

Vice President, General Secretary and Treasurer are also designated as Trustees. Vice President shall be the Chairman of Managing Committee.

- ii Election of Managing Committee excluding Vice President, General Secretary & Treasurer.

A person :

- a. Who has been a Patron or Life Member for not less than three years shall be eligible to be elected as Joint General Secretary, Joint Treasurer and Organising Secretary by an electoral college consisting of patron and life members in accordance with the election rules.

- b. No individual shall be eligible to be elected for a third consecutive term to the Managing Committee. However, such members shall be eligible to contest for the positions of Trustees, Vice President, General Secretary, Treasurer for a single term even after completion of two term. On such instances, the person(s) thus elected as Vice President, General Secretary, Treasurer and Trustee shall spent one term out of office after completion of his/her term to be eligible for re-election on any position.

#### 4.3 Auditors :

The General Body in its annual meeting shall appoint, in addition to the Statutory Auditor, a practicing Chartered Accountant or a person well conversant with accounts and auditing to be the Internal Auditor of the SNCM on such terms and conditions as may be approved by the General Body.

#### 4.4 Wards :

- i. The area of operation of the SNCM shall be divided into thirteen wards, namely : (1) Gandhinagar, (2) Sabarmati, (3) Naranpura, (4) Vastrapur, (5) Jodhpur, (6) Vejalpur, (7) Vatva, (8) Maninagar, (9) Bapunagar, (10) Odhav, (11) Naroda, (12) Thaltej and (13) Bopal.
- ii. Each ward shall have not less than 100 members.
- iii. The territorial limits of each ward shall be decided, altered or rearranged from time to time by the Managing Committee subject to the approval of the Board of Trustees.
- iv. Ward Committee : Each Ward shall have a Ward Committee consisting of Ward Convener. There shall be four committee members in case the ward has 100 members, six committee member in case the ward has upto 200 members, eight committee members in case the ward has upto 300 members, and 10 committee members in case the ward has above 300 members.
- v. Ward Convener :  
A person who has been a Patron or Life member for not less than three years and who held the post of Ward Committee Member and or member of Special Committee for a period of two years shall be eligible to be elected as a Ward Convener.
- vi. Ward Committee Member :  
A member shall be eligible to be elected / selected as member of the ward committee by the ward members.
- vii. In the event of a Ward Convener representing a ward on his / her resignation / suspension / expulsion / getting elected to any other post, he / she shall forthwith vacate the post of Ward Convener and the ward represented by him /her shall elect a substitute within fifteen days thereafter.
- viii. Special Committee :
  - a) Youth Wing :  
The Board of Trustees and the Managing Committee will collaborately decide to establish a special committee of youth, comprising a minimum of 11 members from each ward. These members may generally represent a balanced gender ratio of 50 : 50 as far as possible and fall within the age range of 18 to 30 years. Each ward will have a designated convener and co-convener, who shall be appointed by the Board of Trustees and Managing Committee in a joint meeting. Rest of the members should be selected at ward level and the procedure shall be as may be approved by the Board of Trustees and Managing Committee.

The youth Wing will operate directly under the guidance of the Board of Trustees and Managing Committee. Their responsibilities will include assisting the Cultural Committee / Sports Committee in organising all cultural and sports events at the ward level and at SNCM Satellite. They will have to work in collaboration with the Ward Convener. The committee's term will coincide with the tenure of the Board of Trustees and the Managing Committee, or be reconstituted by the Board of Trustees / managing Committee as may be necessary.

- b) The Board of Trustees and the managing Committee will collaboratively decide to establish one or more special committees for particular purposes or events. The roles of these committees and the duration of their appointments will be clearly defined. These committees will function directly under the guidance of the Board of Trustees and the Managing Committee.
- c) All members shall be eligible to be appointed in the special committee.
- d) All meeting of the special committees shall be presided over by the President of SNCM.
- e) Special Committees will not be granted authority to operate the bank accounts of the SNCM, nor will they possess the authority to make policy decisions on behalf of the SNCM.

#### 4.5 Disqualification of Trustees/Members of Managing Committee:

A Trustee or a Member of the Managing Committee shall automatically stands disqualified:

- (a) If he fails to attend three consecutive meetings of the Board of Trustees/Managing Committee without sufficient cause, or without prior permission of the President/Vice President, as the case may be in writing. Absence shall be invariably recorded in the minutes of the respective meeting.
- (b) On his ceasing to be a Member of the SNCM.
- (c) On his being declared insolvent.
- (d) On his becoming of unsound mind.

#### 4.6 Tenure of Trustees/ Managing Committee :

Tenure of Trustees including President, Vice President, General Secretary and Treasurer, Managing Committee and Ward Committee shall be for a period of four years.

### 5. **Functions of office bearers :**

#### 5.1 Trustees :

- (i) To manage, control and administer the properties, assets, capital funds and other activities of the SNCM in furtherance of the aims and objects of the Trust, and to assign to the Managing Committee the task of implementation of the decisions taken by the Trustees and the General Body.
- (ii) The Trustees shall be jointly and severally responsible for the maintenance and upkeep of the properties and premises of the SNCM. The President shall be personally responsible for keeping in safe custody all documents of title, deeds, approved building plans and designs and other valuable documents and, while relinquishing charge, shall hand over such documents to his successor in office.

- (iii) To raise funds by means of contributions, donations, loans, legacies, gifts, exchange, hire, lease, etc.. for the Capital Fund; to acquire by gifts, exchange, hire or purchase of land, buildings or other properties from any person, firm, local authority, Government (Central or State) or Corporations. To borrow money from any bank/financial institutions for the purpose of fulfilling the aims and objectives of the Trust.
- (iv) To create charge/mortgage on the trust's properties in order to secure the loan/financial assistance obtainable from banks and financial institutions.
- (v) To erect suitable structures and buildings, establish institutions and maintain and administer them for furtherance of the aims and objects of the SNCM as may be resolved by the General Body.
- (vi) To invest funds of the SNCM in nationalized/scheduled banks, Government, or Corporate securities as deemed fit for furtherance of the aims and objects of the SNCM.
- (vii) To authorize expenditure from the sanctioned budgets and to place at the disposal of the Managing Committee by transferring from the Capital Fund such amounts as are required from time to time for erection of structures and buildings; maintenance and upkeep of the properties and premises of the SNCM; for carrying out other activities of the SNCM and administration of the institutions established by the SNCM.
- (viii) To let out on hire or lease the properties and premises of SNCM on such terms and conditions for such purposes as may be approved by the General Body.
- (ix) To create temporary or permanent posts for appointment of persons for aiding the administration of the SNCM and/or any of the institutions established, conducted, controlled and managed by the SNCM and prescribe salary/pay-scales for such posts.
- (x) To institute and conduct or defend any suit, petitions, applications, appeals or other proceedings before any court, authority or Tribunal and to enter into compromise in and settlement of such suits, petitions, applications, appeals or proceedings, in the interest of the SNCM.
- (xi) To oversee the working of the Managing Committee.
- (xii) To admit new members.

## 5.2 Managing Committee :

- (i) To forward the application for new membership submitted by the Ward Convener to Board of Trustees with their Comments..
- (ii) To manage the day-to-day working of the SNCM by assuming the executive responsibility for the decisions taken by the Board of Trustees and the General Body, frame rules and regulations therefore and place them before the Board of Trustees for approval.
- (iii) To authorize the General Secretary to pass bills and vouchers within such amounts as may be decided from time to time.
- (iv) To implement the decisions taken by the General Body and the Board of Trustees.
- (v) To raise funds by collecting subscriptions, contributions, donations, etc., for the working of the SNCM.

- (vi) To authorize the Vice President, General Secretary and the Treasurer to invest such funds as may be allocated and transferred by the Board of Trustees to the Managing Committee in a Nationalised/Scheduled Bank specified for the purpose, and to further authorize the Vice President, the General Secretary and the Treasurer to jointly open Bank accounts in one or more Nationalised / scheduled banks in the name of SHREE NARAYANA CULTURAL MISSION and to operate such account or accounts under the signature of any two of them, for the purpose of incurring expenditure authorized by the Board of Trustees or by the Managing Committee.
- (vii) To prepare the annual budget, annual statements of accounts and the annual reports of the working of the SNCM. The Managing Committee shall invariably finalise the accounts and reports and also prepare budget estimate for the coming year by 31st May of every year succeeding the year of accounts and with the approval of the Board of Trustees, place the same before the General body before 30th June.
- (viii) To make proposals to the Trustees for creation of posts, and selection and appointment of suitable persons for employment in the institutions established, conducted and managed by the SNCM.
- (ix) To make proposals to the Board of Trustees for grant of suitable pay/pay-scales to the employees of the institutions established, conducted and managed by the SNCM.
- (x) To make proposals to the Board of Trustees with regard to the service conditions, including promotion, imposition of punishments, suspension, dismissal or removal from service, of the employees of the institutions established, conducted and managed by the SNCM.
- (xi) To make periodical report to the Board of Trustees about the status and progress of the work assigned to the Managing Committee and to make suggestions for improvement of the working of the SNCM.
- (xii) To convene and hold meetings of General Body/EGM as may be advised by the Board of Trustees.
- (xiii) To refer to arbitration and settle and compromise any dispute raising from a contract in relation to the properties and conduct of affairs of the SNCM with the approval of the Board of Trustees.
- (xiv) To do generally such other things as are incidental or conducive to the achievement of the objects of the SNCM.
- (xv) To ensure regular election of the Ward Committees.

## **6. Duties of the Office Bearers :**

### **6.1 President :**

- (i) It shall be the duty of the President to attend and preside over all meetings of the Board of Trustees.
- (ii) The President shall exercise overall control and supervision over the working of the SNCM.
- (iii) In absence of the President, the Vice President shall discharge all functions and duties of the President.

## 6.2 Vice President :

- (I) It shall be the duty of the Vice President to attend and preside over all meetings of the Managing Committee.
- (ii) The Vice President shall exercise overall control and supervision over working of the Managing Committee.
- (iii) In the absence of the Vice President, one Trustee nominated by the President shall discharge all functions and duties of the Vice President.

## 6.3 General Secretary :

- (i) To act as the Secretary of the Trust and as the General Secretary of the Managing Committee.
- (ii) To implement the decisions taken by the Board of Trustees and the Managing Committee.
- (iii) To pass bills and vouchers and authorize payment thereof, as may be specially or generally empowered by the Board of Trustees / Managing Committee from time to time.
- (iv) To place before the Board of Trustees/ Managing Committee, in every meeting, list of persons who applied for membership of the SNCM, and to admit members as may be decided by the Board of Trustees.
- (v) To maintain the Register of Members up-to-date and to place the same before the Managing Committee and Board of Trustees, at least once, before the end of every year, for its approval.
- (vi) To convene all meetings in consultation with the President/ Vice President.
- (vii) To send notices of all meetings to the persons concerned.
- (viii) To prepare the proceedings of the meetings and record the minutes thereof.
- (ix) To receive all communications addressed to the SNCM and to appropriately deal with the same.
- (x) To act as correspondent of the SNCM.
- (xi) To ascertain every month the correct financial position of the SNCM from the Treasurer on the basis of the books of accounts and bank pass books, and to make report to the President/Vice President.
- (xii) To manage the affairs of the Library such as purchase of books, maintenance of stock and issue registers.
- (xiii) The General Secretary shall ensure maintenance of service records of employees of the SNCM and the institutions managed by the SNCM indicating their designation, duties, salary and other relevant details
- (xiv) The General Secretary shall have powers to incur emergency, non-recurring, expenditure not exceeding Rs. 25.000/- at any time subject to the approval of the Board of Trustees/Managing Committee in its subsequent meeting.
- (xv) To attend to any other business entrusted by the Managing Committee, the Board of Trustees or the General Body.

## 6.4 Joint General Secretary :

In absence of the General Secretary, the Joint General Secretary shall discharge the duties and functions of the General Secretary.

6.5 Treasurer:

- (i) To keep in safe custody the money entrusted to his care.
- (ii) It shall be the duty of the Treasurer to keep the accounts of the SNCM and he shall be responsible for maintenance of proper accounts and financial statements to be placed before the Managing Committee/the Board of Trustees/the General Body.
- (iii) To prepare monthly statements of accounts, get it audited by the Internal Auditor, and place the same before the Board of Trustees / Managing Committee in the meeting.
- (iv) To keep a clear and correct account of all incomes and expenditure of the SNCM and to get the accounts audited by the Auditors.
- (v) To make/cause payment of all bills/vouchers duly passed by the General Secretary for payment, and wherever such payments required approval of the Managing Committee, to see that the same are approved by the Managing Committee before effecting payment.
- (vi) To oversee the expenditure made by the person authorized to hold imprest money.
- (vii) To accept money in any form, issue receipts thereof, and ensure deposit of cash, cheques, drafts, etc.. received for and on behalf of the SNCM, in the respective Bank accounts on the same or the next day of receipt thereof.
- (viii) To keep imprest money of such amount as may be authorized by the Managing Committee from time to time for meeting contingent expenditure.
- (ix) To keep in safe custody all documents, stamps, cheques, fixed deposit receipts, certificates and other financial documents of the SNCM and to maintain records thereof.
- (x) To furnish to the General Secretary all information regarding the financial position of the SNCM.

6.6 Joint Treasurer :

In absence of the Treasurer, the Joint Treasurer shall discharge the duties and functions of the Treasurer.

6.7 Executive Members :

The Executive Members shall organize the Ward functions and shoulder general or specific responsibilities as may be entrusted by the Managing Committee/Board of Trustees.

6.8 Organising Secretary

The Organizing Secretary shall be responsible for co-ordinating various activities in the respective wards allotted to them by the Board of Trustees and report to the Managing Committee.

6.9 Ward Committee

- (i) The Ward Committee shall function as per the decisions taken by the SNCM and communicated by the Managing Committee through the Convener of the Ward.

- (ii) Each ward shall maintain, membership register of the Ward up to date and get the same reconciled with the register of members of the SNCM every year.

**7. Financial Year :**

Financial Year of the SNCM shall be from 1<sup>st</sup> April to 31<sup>st</sup> of March.

**8. Meetings :**

**8.1 General Body :**

- a) Annual General Body Meeting of SNCM shall be held within three months of the close of each financial year.
- b) The meeting of the General Body shall be presided over by the President.
- c) Notice of General Body Meeting, stating the date, time, place and agenda of the meeting, shall be dispatched to all Members of SNCM at least 21 days before the date fixed for such a meeting.
- d) Copies of the audited statement of accounts, balance sheet and auditor's report shall be made available to all the members at the office of the SNCM from the date of issue of the notice till the commencement of meeting of the General Body.
- e) At the meeting of the General Body, the following business and such other items included in the agenda by the Managing Committee, shall be transacted :
  - (I) Confirmation of minutes of the previous meeting of the General Body.
  - (ii) Consideration and approval of the Annual Report of the working of the SNCM.
  - (iii) Consideration and approval of the audited accounts and balance sheet of the relevant year.
  - (iv) Consideration and approval of the annual budget of the SNCM for the subsequent year.
  - (v) Appointment of auditors for the next year.
  - (vi) Declaration of result of election held to fill the vacancies of retiring Trustees and the Managing Committee.
  - (vii) To consider any special resolution, given notice of.
  - (viii) Consideration of any other item taken up at the meeting with the permission of the Chairman.

**Note :** Special Resolutions to be moved at the Annual General Body Meeting should reach the General Secretary, duly signed by the members proposing the same at least three days before the date fixed for the meeting.

**8.2 Minutes**

Minutes of the General Body Meeting shall be invariably drawn within fifteen days of the meeting and made available in the office of the SNCM for perusal of the members.

**8.3 Extra Ordinary Meeting :**

- (a) An extra ordinary meeting of the General Body shall be convened by the General Secretary on instructions of the Board of Trustees/Managing Committee on any exigency such as receipt of a requisition signed by not less than 300 Members of the SNCM.

(b) In case a requisition received from the Members as aforesaid, the meeting shall be convened within 15 days from the date of receipt of such requisition.

(c) Notice of extra-ordinary General Body Meeting shall be dispatched to all the members at least 10 days before the date so fixed for such meeting.

8.4 Board of Trustees :

(a) Meeting of the Board of Trustees shall be held at least once in two months.

(b) Notice of meeting shall be communicated to the Trustees not less than three days before the date fixed for the meeting.

8.5 Managing Committee :

(a) The Managing Committee shall meet at least once in two months.

(b) Notice of meeting shall be communicated to the Members of the Managing Committee not less than three days before the date fixed for the Meeting.

8.6 Emergency Meetings :

In the event of a grave emergency necessitating immediate action, a meeting of the Board of Trustees/Managing Committee shall be convened after giving prior notice of 24 hours.

8.7 Joint meeting of Board of Trustees and Managing Committee:

Joint meeting of Board of Trustees and Managing Committee shall be convened as and when necessary to consider the matter as per the byelaws and also when, in the opinion of the Managing Trustee, a matter requires consideration by a joint meeting of Board of Trustees and Managing Committee. Eighteen Members remaining present in the Joint meeting shall constitute quorum for the meetings.

**9. Quorum for the Meetings :**

9.1 Board of Trustees :

Eight Trustees remaining present shall form quorum for meeting of the Board of Trustees.

9.2 Managing Committee :

Twelve Members of the Managing Committee remaining present shall constitute quorum for the meetings.

9.2.1 No non-quorum meetings of the Board of Trustees and the Managing Committee shall be held. In case of a non-quorum meeting is held, any decision taken in such meeting shall be null and void.

9.3 General Body :

i. 100 (one hundred) members remaining present shall form the quorum for Annual General Body Meeting and an extra ordinary meeting of the General Body called by the Board of Trustees / Managing Committee.

iii. In case of an extra ordinary meeting of the General Body requisitioned by the members. 75% of the signatories to the requisition remaining present shall constitute quorum for such meeting.

**Note :** In case the requisite number of Members are not present to form quorum for the General Body Meeting, non-quorum meeting shall be held after half an hour of the time scheduled for the meeting. However, this will not apply to meetings requisitioned by members.

**10. Elections :**

- i. All elections of the Trustees, President, Vice President, General Secretary, Joint General Secretary, Treasurer, Joint Treasurer and Organising Secretary of the Managing Committee shall be held in accordance with the Elections Rules of the SNCM, framed by the Managing Committee with the concurrence of the Board of Trustees and approved by the General Body.
- ii. The election of the Ward Committee shall be completed within one month after the general election in the following manner :
  - a) Immediately after the General Election, the General Secretary, in consultation with the President, shall announce the date, time and mode of election in the Wards and also specify the name of Election Officers who shall conduct the election proceedings in those Wards.

**11. Inspection of Accounts :**

- (i) The books of accounts of the SNCM shall be kept open for inspection of all Members, in the office of the SNCM at such time in such manner as may be notified by the Managing Committee, not less than ten days before every Annual General Body Meeting.
- (ii) Any member of the SNCM shall, at any time, after seeking previous appointment with the General Secretary in writing, take inspection of any or all of the books of accounts, records and vouchers of the SNCM and shall be entitled to obtain copy thereof at his own cost.

**12. Interpretation :**

The Trust is the sole authority for interpretation of the Memorandum of Association, the Bye-laws of the SNCM and the rules and regulations framed thereunder and the decision of the Board of Trustees upon any question of interpretation or upon any matter affecting the SNCM or the conduct of any institutions managed and controlled by it shall be final and binding on all concerned.

**13. General :**

For the conduct of the members of the Managing Committee in contravention of the provisions of the Bye-laws of the SNCM, causing loss or damage to the assets and properties of the SNCM and any of the institutions managed and controlled by it, they shall be personally liable, and the Trust shall have the right to sue them jointly and severally to recover damages.

Provided, however, that no member of the Managing Committee shall be personally liable for any act done in good faith, while in office, in his capacity as a member of the Managing Committee.

**14. Removal from Office :**

Trustees and Managing Committee Members:

A Trustee or a Member of the Managing Committee found to have acted in any manner prejudicial to the interest of the SNCM, or in contravention of the provisions of these Bye-laws, or committed any misconduct, more particularly listed under Schedule No.1 and appended to these byelaws, shall be removed from the office held by him and also from the membership depending on the seriousness of the misconduct. If any one of the grounds appears to exist for removal from office of a member and membership, the procedure set forth below shall be followed:

- [a] In case of any misconduct as stated hereinabove, under the instructions of Board of Trustees, a person designated by the Board of Trustees shall issue a show cause notice to the concerned office-bearer, in writing, as to why the member should not be removed from the office held by him and also from the membership and calling upon him to submit the explanation thereof within a period of 15 days from the date of notice.
- [b] In case the Board of Trustees comes to the conclusion that the misconduct is so serious and presence of the concerned office-bearer in SNCM is not in the interest of the institution during the inquiry, the Board of Trustees may, under 2/3<sup>rd</sup> majority, instruct the person so designated to suspend the concerned member forthwith pending inquiry.
- [c] On receipt of the explanation submitted by the concerned office-bearer, the same shall be placed before a joint meeting of Board of Trustees and the Managing Committee, excluding the concerned office-bearer, and the said joint meeting shall consider the reply and take an appropriate decision by 2/3<sup>rd</sup> majority. In case the explanation of the office-bearer is found to be satisfactory, the same shall be accepted and the suspension if any, shall be revoked and in case the explanation is found to be not satisfactory or no explanation was submitted by the concerned member, the Joint meeting shall constitute a Committee consisting of two Trustees and one Member from Managing Committee to inquire into the matter and to submit a report thereof.
- [d] The concerned office-bearer shall be given an opportunity to be heard either personally or through his authorized representative who shall be a member of SNCM by the Committee. The Committee, after hearing the member, shall submit the report thereof making its recommendation to Managing Trustee.
- [e] The said report shall be placed before the joint meeting of Board of Trustees and Managing Committee which shall either accept or reject the report by a vote of two-thirds (2/3) of the members remaining present and voting. In case the report of the Committee is accepted and a decision is taken to remove the concerned office-bearer from the office held by him and also from the membership depending on the seriousness of the misconduct, such decision of the Joint Meeting of Board of Trustees and Managing Committee shall be placed before the next AGM, and the decision shall become final on the AGM passing a resolution to that effect on simple majority.

In case a person is removed only from any office held by him and continued as a Member of the SNCM, such person shall not be eligible for contesting election to any post for a period of five years from the date of order of such removal.

- [f] If, in the opinion of the Board of Trustees, the managing Committee as a whole was found to have acted in any manner prejudicial to the interest of the SNCM, which rendered them liable for removal from office, the President shall convene a Special Meeting of the General Body for the purpose and the Managing Committee may be removed from office by a resolution passed in that behalf by a majority of 2/3<sup>rd</sup> members remaining present and voting.
- [g] In the event of the existing Managing Committee being voted out of office, the General Body shall in the very same meeting appoint a Committee of persons to function as ad hoc Managing Committee till a regular Managing Committee is duly elected.

**15. Amendment :**

- (i) These Bye-laws may be amended by way of addition, variation or repeal of any provision by a resolution passed at a General Body meeting by a majority of not less than 2/3rd members remaining present and voting.
- (ii) Notice of such meeting, accompanied by a text of the proposed amendment, shall be given to the members not less than ten days before the meeting.

**16.** In case an issue arises, be it financial, disciplinary, administrative or any other issue, for which no provision is made in these Bye-laws, it will be open to the Board of Trustees to Constitute a Special Committee for resolving such issue, and the report and recommendation of the Special Committee shall be placed before the Board of Trustees and the Board of Trustees shall take a decision by 2/3 majority subject to ratification in next AGM..

**17. Dissolution :**

The SNCM may be dissolved by a resolution passed in that behalf at a Special General Body Meeting of the Members of SNCM convened for that purpose, for which at least one month's notice shall be given to the Members, provided that on the motion for dissolution being proposed and seconded, a majority of two-third of the total members of the SNCM vote in favour thereof. In the event of such dissolution, the surplus funds and properties of the SNCM shall be transferred to some other similar charitable institutions as may be determined at the very same meeting.

President  
Shree Narayana Cultural Mission

\*Approved, passed and adopted by the Extra Ordinary General Body Meeting held on 30th July 2023

# SCHEDULE – I

## CODE OF CONDUCT

Following are the conduct, behavior and activities prejudicial to the interest of Shree Narayana Cultural Mission.

01. Theft, fraud, misappropriation or dishonesty in connection with funds, property or affairs of the SNCM.
02. Damage or causing damages to any property or records of the SNCM either overtly or covertly and causing financial loss to SNCM.
03. Tampering with any record of the SNCM.
04. Indulging in instigating others to do the damage or indulging in unlawful behavior or activities which are detrimental to and which lower the reputation and image of the SNCM before the public or cast aspersions on the management of the SNCM;
05. Circulating letters, leaflets, circulars, notices, etc., containing irresponsible and baseless allegations such as wrong statements, abusive language, etc. against the management and members of SNCM;
06. Drunkenness or riotous or disorderly or indecent behavior in any meeting or deliberation of the SNCM either in the premises of SNCM or at any other premises thereby disrupting the meeting or deliberation;
07. Making insulting remarks against SNCM or Trustees or Members of Managing Committee or Members of the SNCM
08. Collection of money from members and public except for the purpose as sanctioned by the SNCM.
09. Conviction for an offence involving moral turpitude or any other offence.
10. Commission of any acts subversive or discipline or of good behavior.
11. Being adjudged as insolvent or receipt of genuine complaints from members or public regarding financial impropriety.
12. No member of the SNCM shall, except with the prior written permission or sanction of the SNCM shall conduct or participate in the edit or management of any publication in the name of the SNCM or any other establishment of the SNCM.

13. No member of the SNCM shall, except with previous written sanction of the SNCM or with bonafide discharge of his/her duties participate in any visual or audio programmes touching SNCM matters or affairs or contribute any article or provide news matters or write any letter either in his/her name anonymously or pseudonymously or in the name of any other person to any newspaper or periodical which has the effect of impairing and tarnishing the image and reputation of SNCM, its office bearers or any member of the SNCM.
14. No member of the SNCM except for official purpose shall copy or take any record, document or any other official papers including stationery outside the premises of the SNCM and if so done, the same shall be deemed as theft.
15. No member of the SNCM shall bring or attempt to bring influence or outside pressure for influencing decisions in financial, administrative and policy matters.
16. Any statement or act in violation of directives/decisions of Board of Trustees or Managing Committee or General Body or established procedures of the SNCM.
17. Any other misconduct adjudged and decided by the Board of Trustees.

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