

MEMORANDUM OF ASSOCIATION AND RULES OF THE

RAMMOHUN LIBRARY AND FREE READING ROOM

AMENDED UP TO

EXISTING — RULES

3.[C] The society / institution shall also Organise an archive with valuable portraits and collection of documents, books, coins, medals, artifacts relating to Rammohun.

PROPOSED

3.[C] The Society / Institution shall also organize an Archive with valuable Portraits and Collection of Documents, Books, Coins, Medals, Artefacts relating to Rammohun, and by **others Eminent Personalities.**

EXISTING

[4] The general public shall, subject to the rules and Bye —laws for the time being in force and under the direction of the executive committee have access to the library, Reading Room and the Archives of the society / institution Free of charge. Members and / or subscribers shall also be allowed to Borrow books and periodicals from the library as hereinafter provided.

PROPOSED

[4] The general public shall, subject to the Rules and Bye-laws for the time being in force and under the direction of the Executive committee have access to the Library,Reading Room,Archives/**Museum.** Members and /or subscribers shall also be allowed to borrow books and periodicals from the library as hereinafter provided.

EXISTING- MEMBERS.

[6][2] Life Member — Those who donate a particular sum at a time to the funds of the society/ institution along with other fees such as admission fee etc. to be fixed by the general body from time to time shall be eligible for this particular category of membership. The members belonging to this category shall not be required to pay any subscription to the society / institution. Such members are entitled to take out two books at a time subject to the existing rules and Bye —Laws.

Proposal for this Membership shall be initiated by a life member and seconded by a member of the Executive committee.

PROPOSED

[6][2] Life Member- Those who donate a particular sum at a time to the funds of the society / Institution along with other fees such as admission fee etc. to be fixed by the **Executive Committee** from time to time shall be eligible for this particular category ‘of membership. The members

belonging to this category shall not be required to pay any subscription to the society / Institution. Such Members are entitled to take out two books at a time subject to the existing rules and Bye — Laws.

Proposal for this membership shall be initiated by a life member and seconded by a member of the Executive committee.

EXISTING

[6][4] **Disqualification and restoration of membership** - If an ordinary member fails to pay his annual subscription by 31st May of the current year he will be treated as a defaulter and will have no right to vote. if he fails to pay his subscription by 30 th June of the year, his name will be removed from the list of members.

If an ordinary member intends he may apply to restore his membership on payment of all arrears of subscription along with a restoration fee at such rate to be determined in the annual General Meeting. The issue of restoration will be decided by the Executive committee.

PROPOSED

[6][4] **Disqualification and restoration of Membership** — if an ordinary Member fails to pay his annual subscription by 31st May of the current year he will be treated as a defaulter and will have no right to vote. if he fails to pay his subscription by 30 th June of the year, his name will be removed from the list of Members.

If an ordinary member intends she / he may apply to restore her / his membership on payment of all arrears of subscription along with a restoration fee at such rate to be determined in the **Executive Committee Meeting**.

EXISTING

[7] **Subscriber** : (a) Any person 18 years of age and above other than a Member of any category and member of staff, who is desirous of taking out books and periodicals of the Library on Loan, may apply to the General Secretary in a form to be prescribed by the Executive Committee with an admission fee and such other fees to be determined in the Annual General Meeting from time to time. On such an application being granted, his name shall be registered as a Subscriber.

PROPOSED

(a) Any person 18 years of age and above other than a Member of any category and member of staff, who is desirous of taking out books and periodicals of the Library on Loan, may apply to the General Secretary in a form to be prescribed by the Executive Committee with an admission fee and such other fees to be determined in the **Executive Committee** from time to time. On such an application being granted, his name shall be registered as a Subscriber.

(b) EXISITING — DELETE (7b).

PROPOSED

7. (b) Any person below the age of 18 years may be registered as a Subscriber junior (Sishu-Kishore) section only on production of an age certificate. she / he will not have to pay monthly Subscription. Caution deposit on book will have to be paid along with admission fee. Sishu- Kishore subscribers will be allowed to borrow books meant for them only.

EXISTING

7.(c) Subject to other rules and regulations applicable to members and subscriber, Members of staff will be treated as a Special type of Subscriber. They will not be required to pay any subscription and / or deposit personal security. But the value of the book (s) borrowed by him should not exceed a sum to be fixed by the General body from time to time.

PROPOSED

7.(c) Subject to other rules and regulations applicable to members and subscriber, Members of staff will be treated as a Special type of Subscriber. They will not be required to pay any subscription and / or deposit personal security. But the value of the book (s) borrowed by him should not exceed a sum to be fixed by the **Executive Committee** from time to time

EXISTING

Subscribers will be allowed to make use of the library and to take out books and periodicals there from in accordance with Rules and Bye — Laws but they will have no voice in the management of the society / institution. They will have to pay a monthly subscription for one book at a rate to be determined in the Annual General Meeting from time to time. They can borrow one book only at a time but for borrowing two books the amount of subscription will be doubled.

PROPOSED

Subscribers will be allowed to make use of the library and to take out books and periodicals there from in accordance with Rules and Bye — Laws but they will have no voice in the management of the society / institution. They will have to pay a monthly subscription for one book at a rate to be determined in the **Executive Committee** from time to time. They can borrow one book only at a time but for borrowing two books the amount of subscription will be doubled.

EXISTING

[8] **Committees —Their functions, Responsibilities etc.**

(1) **Executive Committee** : The management of the society / institution and the carrying out its objects shall be entrusted to the Executive committee. Any life Member, honorary Member and ordinary Member may be elected to the Executive Committee through the usual election procedure.

There will be in addition two official Members in the committee — one nominated by the Kolkata Municipal Corporation and the other by the Govt. of west Bengal.

The Executive Committee shall have :-

(a)President (b) not more than eight Vice — Presidents (c) General Secretary (d) Secretary (Finance), secretary (Library), Secretary (Hall and Building), Secretary (Literature and culture) and Secretary (Publicity and Publication). (e) not more than two Assistant Secretaries (f) Accountant and (g) Holders of such other offices as may be created by the Society / Institution at a General Meeting on the recommendation of the Executive Committee. These are hereafter referred to as office bearers of the society / Institution.

The Librarian, however, will be an ex — officio Member of the Executive Committee.

The total number of Executive Committee Members will not exceed fifteen exclusive of office bearers.

There may be special invitees, if necessary, who will act purely in an advisory capacity.

Decisions will be taken in a meeting generally on the basis of consensus. If necessary, however, majority decision will prevail, the Chairperson of the meeting having the right to exercise a casting vote in case of equality of votes.

For qualifying as a Member of the Executive Committee one will have to put in one year's unblemished service.

PROPOSED

(a)President (b) not more than five Vice-President (c) General Secretary (d) Secretary (Finance), Secretary (Library), Secretary (Literature and Culture), and Secretary (Publicity and Publication), (e) Secretary Admin (f) Holders of such other offices as may be created by the society / Institution at a General Meeting on the recommendation of the Executive Committee. These are hereafter referred to as office bearers of the Society / Institution.

The Librarian, However, will be an ex — officio Member of the Executive Committee.

The total number of Executive Committee Members will not exceed Eleven exclusive of office bearers.

There may be Special invitees, necessary, who will act purely in an advisory capacity,

Decisions will be taken in a meeting generally on the basis of consensus. If necessary, however, majority decision will prevail, the Chairperson of the meeting having the right to exercise a casting vote in case of equality of votes.

For qualifying as a Member of the Executive Committee one will have to put in one year's unblemished service.

EXISTING :

8.(1).All movable Properties of the society / institution including Govt. and other securities except the Reserve Fund and Endowment Fund shall be vested in the Executive Committee and shall stand

in the name Rammohun Library and free Reading Room and all money belonging to the society / institution lying in any Bank or Banks, all interest due on the securities and all other Funds shall be spent for such Purposes of the society / institution as the Executive committee think fit and Proper,

PROPOSED

All movable properties of the society / institution including Govt. and other Securities Except the eserve Fund and Endowment Fund shall be vested in the Executive Committee and shall stand in the name of Rammohun library and free reading room and all money belonging to the society / institution lying in Banks and **other Financial institution** subject to the prior approval from Secretariat / as they think fit and proper and subsequent approval from Executive Committee.

EXISITING

8).[2] Secretariat and other Sub-Committee :

The secretariat will act according to the Rules, Bye -Laws and Regulations accepted at the General Meeting and also under the guidance and Supervision of the Executive Committee. The Sub-Committees will have their recommendations routed through the secretariat to the Executive Committee. In case of emergency , the secretariat can take necessary measures and adopt resolutions subject to their subsequent ratification by the Executive Committee .

PROPOSED

The Secretariat will act according to the rules, bye -Laws and regulations accepted at the General Meeting and also under the guidance and supervision of the Executive Committee. In case of emergency, the Secretariat can take necessary measures and adopt resolutions subject to their subsequent ratification by the Executive Committee,

EXISITING

The Secretariat will be formed with the President , one Vice-President , The General Secretary, the secretary (Finance), the Secretary (Library), the secretary (Hall and Buildings), the Secretary (Literature and Culture) the Secretary (Publicity and publication), the Accountant and the Assistant Secretaries, The vice — President concerned will be elected in the Annual General Meeting.

PROPOSED

The Secretariat will be formed with the President, one Vice ~President, General Secretary, Secretary (Finance), Secretary (Library), Secretary (Literature and Culture), Secretary (publicity and publication), and the Secretary Admin. The Vice- President concerned will be elected in the Annual General Meeting.

EXISITING

Except in the case of the Hindi Sub-Committee, Members of the Secretariat shall be ex-officio members of individual Sub-Committees. In addition, there will be a minimum number of five other Members to be elected by the Executive Committee to be members of each Sub-Committee.

PROPOSED DELET

EXISITING

All the Sub- committees and the Secretariat shall be answerable to the Executive Committee through the General Secretary. The concerned convenor will convene the meeting every month. If necessary, meeting will be held more frequently.

PROPOSED

All the Sub-Committees and the Secretariat shall be answerable to the Executive Committee through the General Secretary. Secretariat will meet from as and when necessary for smooth functioning of the Library. Sub-Committee shall meet from time to time as and when required to execute concerned programme.

(8) (4) Hall and Buildings Sub-Committee and its Convenor - DELETE

EXISITING

(8).[5] Finance Sub-Committee and it's Convenor :

The Secretary (Finance) shall collect all money and shall be the custodian thereof. He may delegate his power in respect of the collection to any other office -bearer or to a subordinate officer with the consent of the General Secretary but such office-bearer or sub-ordinate officer shall remain duly responsible to the Secretary (Finance), and the General Secretary. He shall furnish the General Secretary with funds to meet the current expenses of the society / institution and such other amount as may be sanctioned by the Executive Committee. He shall deposit all funds not required for current expenses in only nationalised Bank/ Banks or nationalised financial institutions to be approved by the Executive Committee . All the cheques shall be signed by any two out of the President , the General Secretary and the Secretary (Finance).

The Secretary (Finance) will act the convenor of the Finance sub — Committee. He will act in close liaison with the Accountant and in case of any difference between the two the matter will be referred to the General Secretary who in case of necessity will have the issue clinched by the secretariat / the Executive Committee.

PROPOSED

The Secretary (Finance) shall collect all money and shall be the custodian there of. He may delegate his power in respect of the collection to any other office-bearer or to a subordinate officer with the written consent / office order of the General Secretary but such office-bearer or sub-ordinate officer shall remain duly responsible to the Secretary(Finance) and the General Secretary. **He shall furnish the General Secretary with funds to meet the current expenses of the Society/ Institution and such other amount as may be sanctioned by the Executive Committee.** He shall deposit all funds not required for current expenses in Nationalised Bank/Banks/Other Financial Institutions to be approved by the secretariat / Executive Committee. All the cheques shall be signed by any two out of the President, the General Secretary and the Secretary (Finance).

The Secretary(Finance) will act as the Convenor of the Finance Sub-Committee. He will act in close liaison with the General Secretary.

EXISTING

(8).[8] Hindi Sub-Committee and its committee :

It will be in charge of all matters pertaining to propagation and promotion of Hindi language through the Hindi Department. All the teachers and the Hindi Librarian will be ex-officio members of the Sub-Committee in addition to the General Secretary and the Secretary (Finance). The Principal of the Hindi Department will act as the Convenor of the Sub-Committee.

PROPOSED-DELET

EXISTING

[9] Different Functionaries :

(9) (4)**Assistant Secretary and his functions** :- An Assistant Secretary will assist the General Secretary in his day to day work and as per duties allotted to him by the General Secretary. He will be answerable to the General Secretary.

PROPOSED-DELET

EXISTING

(9).[5] **Accountant** : The Accountant. shall keep accounts and pass the bills for payment and may send any bill for reconsideration and re checking , if necessary , to the General Secretary, Secretary (Finance) and the respective Secretaries and/or Convenor of the Sub-Committee . But he shall have to pass the said bill meant for such reconsideration / rechecking if the said bill is recommended once again for payment by the concerned official.

PROPOSED-DELET

EXISTING

11. Election of Office - bearers, Members of Secretariat and Executive Committee : The office — bearers, members of the Secretariat and the members of the Executive Committee other than the representatives from the Kolkata Municipal corporation and the Govt. of west Bengal shall be elected Annually at the Annual General Meeting from amongst the eligible Members of the Society / Institution.

If, however , any office or position is left vacant at the Annual General Meeting , such vacancy as well vacancies occurring during the interval between two Annual General Meeting may be filled in by the Executive Committee by way of co-option from amongst the members of the Library as AND when necessary . special invitees may participate in discussions through they shall have no voting right in case of any difference of opinion arising in a meeting of the Executive Committee,

In case any member of the Executive Committee / Secretariat / Sub-Committee fails to attend four consecutive meeting without valid reasons , his memberships is liable to be terminated unless otherwise decided by the Executive Committee .

The retiring members of the Executive Committee shall, before their retirement in each year, prepare a list containing the names of members whom they recommend for election as office-bearers : members of the secretariat and members of the Executive Committee for the new session. Any members may propose in connection with the formation of the secretariat /Executive Committee names of members at least seven days before the date of the General Body Meeting for consideration /acceptance of their names. such a proposal is to be seconded by another member, The General Body , where necessary, may effect changes and substitute any name.

Any eligible Members (Life and Ordinary) may participate in the election process as per rule laid down in the constitution. The Life Members who had completed one year of memberships before the date of election are eligible to be voters. The ordinary Members who paid the Annual memberships fees within 31st May of that year are considered to be valid members and are eligible to vote.

If a valid member wants to be elected as a member of the Executive Committee / Secretariat or an office bearers, his candidature shall have to be proposed by one and seconded by another valid member from the list of eligible members of the Library to be notified at least 15 days before the date of election.

Nomination papers will be available at the Library office. The proposed pannel of names recommended by the outgoing Executive Committee will be notified at least 10 days before the date of election.

PROPOSED:

11. Election of Office- bearers, Members of Secretariat and Executive Committee :

The office-bearers, members of the Secretariat and the members of the Executive Committee other than the representatives from the Kolkata Municipal Corporation and the Govt. of west Bengal shall be elected for **2 years** durations at the annual General Meeting from amongst the eligible members of the society/ institution.

If, however any office or position is left vacant at the Annual General Meeting, such vacancy as well as vacancies occurring during the interval between two Annual General Meeting may be filled in by the Executive Committee by way of co-option from amongst the members of the Library as and when necessary. Special invitees may participate in discussions through they shall have no voting right in case of any difference of opinion arising in a meeting of the Executive Committee.

Any eligible members (Life and ordinary) may participate in the election process. The life members who had completed one year of membership before the date of election are eligible to be voters. The

ordinary members who paid the annual membership fees within 31 May of that year are considered to be valid members and are eligible to vote.

If valid members want to be elected as a member of the Executive Committee, or an office bearer, his candidature shall have to be proposed by one and second by another valid member from the list of eligible members of the Library to be notified at least 7 days before the date of election.

The retiring members of the Executive Committee shall, before their retirement prepare a list containing the names of members whom they recommend for election as office-bearers, members of the secretariat and members of the Executive Committee for the new session. Any member (s) propose in connection with the formation of the Secretariat / Executive Committee names of members at least seven days before the date of the General Body Meeting for consideration / acceptance of their names. such a proposal is to be seconded by another member. The General Body, where necessary, may effect changes and substitute any name.

Any dispute arises during the process of Election should be referred to election tribunal consist of 3 members from Executive Committee President of the tribunal decided by the 3 members of tribunal should be

In case any member of the Executive Committee/ Secretariat / sub-committee fails to attend four consecutive meeting without valid Reasons, His Membership is liable to be terminated unless otherwise decided by the Executive Committee.

Nomination papers will be available at the Library office, The proposed panel of names recommended by the outgoing executive committee will be notified at least 7days before the date of election.

EXISITING

13. MEETING :

The meeting of the general body of Members shall be called General Meeting.

The Annual General Meeting of the members shall be held every year usually within the last day of June to receive the report of the Executive Committee for the financial year immediately preceding together with the accounts for the same period, to elect office-bearers, members of the Executive Committee, Secretariat for the new session and to consider any resolution or proposal for which at least seven days' notice in writing has been given by any member and also to transact any other business that may be brought forward by the Executive Committee or by any Member with the permission of the Chairperson of the Annual General Meeting. Ten days' notice shall ordinarily be given for the Annual General Meeting.

A special General Meeting may be convened at any time by the General Secretary on his own initiative or at the instance of the President or in his absence one of the Vice-Presidents or of the Executive Committee. If the Geneneral Secretary fails to call such meeting within seven days after being requested to do so, the President / Vice-President / Executive Committee may call the requisition meeting.

The General Secretary shall call a special General meeting on receipt of a requisition signed by not less than thirty members of the Society / Institution. If he fails to call such meeting within a fortnight after receipt of such a requisition, the requisitionists themselves or any of them may call such a meeting.

One third of the concerned members shall form a quorum in all meetings of the Society / Institution. In case of General Body meetings, however, thirty members shall form a quorum.

If within half an hour of the time fixed for a meeting, a quorum is not formed the meeting shall, when it has been called by or at the instance of the Executive Committee/ the President/the General Secretary on his own motion will stand adjourned just for a week and the members present at such adjourned meeting shall form a quorum whatever their number may be. If, however, the meeting has been called by the General Secretary on the requisition of members or by the requisitionists themselves, it shall be dissolved in such an eventuality.

At least ten days' notice of a General Meeting shall ordinarily be given to each member. The notice shall specify the place, the day and the hour of such meeting and the nature of the business to be transacted at such a meeting. In case of an emergency, a General meeting may be called at shorter notice. Notices of all the meetings shall be displayed simultaneously on the Notice Board of the Society / Institution.

The non-receipt or short service of a notice of any General meeting or of any meeting of the Executive Committee or of the Secretariat or of a Sub-Committee shall not invalidate the proceedings of such a meeting.

Every question arising at a General meeting or at a meeting of the Executive Committee or of any Sub-Committee shall be decided by majority of votes of the Members present and voting on the question if consensus cannot be arrived at. In case of equality of votes the Chairperson of the meeting shall have a second or a casting vote in addition to his ordinary vote. The mode of voting shall be either by voice vote or by secret ballot to be determined by the Members present at such a meeting.

In case of absence of the President and Vice-Presidents any meeting shall elect its own Chairperson to conduct the meeting.

PROPOSED

13.MEETING:

The meeting of the General body of members shall be called General Meeting. The Annual General Meeting of the members shall be held every year **Except Election of office bearer usually within the 2nd week of July** to receive the report of the Executive Committee for the financial year immediately preceding together with the accounts for the same period. To consider any resolution or proposal for which at least seven days notice in writing has been given by any member and also to transact any other business that may be brought forward by the Executive Committee or by any Member with the permission of the chairperson of the Annual General Meeting. Ten days notice shall ordinarily be given for the Annual General Meeting.

A special General Meeting may be convened at any time by the General Secretary on his own initiative or at the instance of the President or in his absence one of the Vice-Presidents or of the Executive Committee. If the General Secretary fails to call such meeting within seven days after

being requested to do so, the President / Vice —President> Executive Committee may call the requisition meeting.

The general Secretary shall call a special General meeting on receipt of a requisition signed by not less than thirty members of the society/ institution. If he fails to call such meeting within a fortnight after receipt of such a requisition, the requisitionists themselves or any of them may call such a meeting.

One third of the concerned members shall form a quorum in all meeting of the Society / institution. In case of General Body meeting, however , Twenty Five members shall form a quorum.

If within half an hour of the time fixed for a meeting, a quorum is not formed the meeting shall, when it has been called or at the instance of the Executive Committee /President/ the General Secretary on his own motion will stand adjourned just for a an hour and the members present at such adjourned meeting shall form a quorum whatever their number may be.

At least 7 days notice of a General Meeting shall ordinarily be given to each member, the notice shall specify the place, the day and the hour of such meeting and the nature of the business to be transacted at such a meeting. In case of an emergency, a general meeting may be called at shorter notice. Notice of all the Meetings shall be displayed simultaneously on the **Notice board / Website** of the Society/ institution.

The non-receipt or short service of a notice of a notice of any General Meeting or of any meeting of the Executive Committee or of the Secretariat or of a sub-committee shall not invalidate the proceedings of such meeting.

Every question arising at a General Meeting or at a meeting of the Executive Committee or of any Sub-committee shall be decided by majority of votes of the Members present and voting on the questing if consensus cannot be arrived at. In case of equality of votes the chairperson of the meeting shall have a second or a casting vote in addition to his ordinary vote. The mode of voting shall be either by voice vote or by secret ballot to be determined by the members present at such a meeting.

In case of absence of the President and Vice —Presidents any meeting shall elect it's own chairperson to conduct the meeting.

.EXISTING

15.(1) Alteration of Memorandum of Association Etc.:

The Executive Committee may frame or amend bye-laws for the Library and Free Reading Room as also for the Hall etc. subject to ratification at the next General Body Meeting.

Any member desiring to make any addition or alteration to the existing rules etc. shall forward the proposals to the General Secretary in writing on or before 30 th April of the year for consideration

of the same in the Annual General Meeting and at least sixty days ‘ time should be there before a special General Meeting is convened for consideration of the proposals.

PROPOSED

15.(1) Alteration of Memorandum of association Etc.

The Executive Committee may frame or amend bye-laws for the Library and Free Reading Room as also for the Hall Etc. Subject to ratification at the next General Body Meeting.

Any Member desiring to make any addition or alteration to the existing rules etc. shall forward the proposals to the General Secretary in writing on or before 30 th April of the year for consideration of the same in the Annual General Meeting and least **30 days** time should be there before Special general Meeting is convened for consideration of the proposals.