



RAMMOHUN LIBRARY & FREE READING ROOM

267, Acharya Prafulla Chandra Road , Kolkata - 700 009

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ESTD. 1904

Registration No. 201/1910-11

MEMORANDUM OF ASSOCIATION AND RULES OF THE RAMMOHUN LIBRARY AND FREE READING ROOM

Amended upto 28 June, 2008

1. **Memorandum of Association :** (1) The Society/Institution shall be called Rammohun Library & Free Reading Room and shall be conducted on non-sectarian lines.
(2) The objects of the Society / Institution will be as follows :-
 - (a) To perpetuate the memory of Raja Rammohun Roy
 - (b) To stimulate intellectual and moral culture among the people by affording facilities for the study of healthy literature in different branches and to promote social intercourse among literary men and other like-minded institutions by providing a common meeting place for the interchange of ideas.
 - (c) To organise and allow meetings for discussion of subjects of literary, scientific, cultural and social interests.
 - (d) To do all other things as are incidental or conducive to the attainment of the above objects or any of them.
2. **Rules :** (1) The Society / Institution mentioned in the Rules means "Rammohun Library & Free Reading Room."
(2) The Society / Institution shall be located in its own building at 267, Acharya Prafulla Chandra Road, Kolkata - 700 009 or in any premises that may be necessary because of the building's sudden unavailability for unavoidable reasons and exigencies of situation.
(3) (a) Besides the activities referred to in Article 1(2) (b) of the Memorandum of Association the Society/ Institution shall also make endeavour to develop other activities which may include art, painting, drama and performing art by holding meetings, seminars etc. or by conducting classes (including language classes) or in any other suitable manner as deemed fit and proper.

(b) The Society / Institution shall also make endeavours to publish books by and on Raja Rammohun Roy, books of eminence and also such books as are deemed fit for publication by the Executive Committee.

(c) The Society / Institution shall also organise an archive with valuable portraits and collection of documents, books, coins, medals, artefacts relating to Rammohun.

(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.

(5) The income and property of the Society / Institution, wheresoever desired, shall be used solely towards the promotion of the objects of the Society / Institution as set forth in the Memorandum of Association. No portion thereof shall be paid or transferred directly or indirectly, by way of dividend, loans, or otherwise by way of profit, to the persons who are or at any time have been Members of the Society / Institution. Nothing herein contained shall, however, prevent the gratuitous distribution or sale at discount to Members or Subscribers of books, publications, papers and other articles nor prevent the payment, in good faith, of remuneration to any officers or servants of the Society / Institution or to any Member thereof or any other person in return for services actually rendered to the Society / Institution.

(6) **Members :** Any person other than an Honorary Member and a member of the staff, above the age of 18 years may be selected a Member. Such a person shall apply to become a Member in a form to be prescribed by the Executive Committee for this purpose together with the necessary fees as prescribed. His name shall be duly proposed and seconded as per rules as hereinafter prescribed.. The Executive Committee on receipt of such application together with the prescribed fees may confirm the selection of such person as Member.

Every Member shall have the right to use the Library and Reading Room and to participate in all social or public functions organised by the Society / Institution and shall also have a voice in its management as hereinafter provided.

Members shall be of three kinds :

- (a) Honorary Member
- (b) Life Member
- (c) Ordinary Member

(6) (1) **Honorary Member** : Any person who, in the opinion of the Executive Committee, is of an eminent position and of remarkable attainments and is also specially interested in the objects of the Society / Institution, may be elected as an Honorary Member at a General Meeting on the recommendation of the Executive Committee. Such person shall remain a Member for life and shall not be required to pay any admission fee or other fees. He shall have all the rights and privileges of a Life Member.

(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.

(6) (3) **Ordinary Member** : An Ordinary Member shall pay an admission fee and an annual subscription as determined in the Annual General Meeting from time to time besides other prescribed charges. This will entitle such member to borrow one book at a time subject to any other Rules, if any, in force. If a Member is desirous of borrowing two books at a time he will have to pay an annual subscription at enhanced rate as determined by the General body from time to time.

(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 30th 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.

(6) (5) **Register of Members** : The Library shall maintain a Register of Members containing their names, dates of birth, addresses, occupations, dates of admission and dates of cessation of membership. The Register will be kept open for inspection by the Members of the Library on requisition. It shall be updated on the last date of a financial year.

(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.

(b) Any person below the age of 18 years may be registered as a Subscriber in the Junior (Sishu-Kishore) section only on production of an age certificate. He will not have to pay any monthly subscription or caution deposit but will have to pay only admission fee. He will, however, have to pay other charges and dues applicable to a Subscriber.

After the attainment of 18 years he may apply for becoming an ordinary Subscriber / Ordinary Member / Life Member in the manner prescribed.

(c) Subject to other rules and regulations applicable to Members and Subscribers, 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.

All the above Subscribers will be allowed to borrow one book/periodical at a time from the Librarian and/or Library-in-charge. Sishu-Kishore Subscribers will be allowed to borrow books meant for them only.

Subscribers will be allowed to make use of the library and to take out books and periodicals therefrom 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.

Subscription payable by a Subscriber shall be paid within the period for which it is due.

No book shall be issued to a Subscriber if his subscription is in arrears. The name of a Subscriber shall be removed from the register and his deposit money forfeited automatically without notice to him if he is in arrear for three months and is not returning the book(s) borrowed by him.

The Executive Committee shall have power to remove any Subscriber from the list of Subscribers if he is found to act to the detriment of the Society / Institution. The removal of a Subscriber may be effected by a decision taken in this regard in a meeting of the Executive Committee.

(8) **Committees - their functions, responsibilities etc.**

(8) (1) **Executive Committee** : The management of the Society / Institution and the carrying out of 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 Buildings), 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.

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 of Rammohun Library & 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.

Interests accruing from the said Reserve Fund and Endowment Fund shall be utilised for specific purposes in connection with individual Endowment Fund and the Reserve Fund by the Executive Committee.

All the office bearers and the staff of the Society / Institution shall be under the direction and control of the Executive Committee which shall have the power to review and re-allocate any of their duties. The Executive Committee may entrust the Librarian with specific duties and responsibilities, if necessary.

The Executive Committee shall meet ordinarily at least once in every two months to transact necessary business. A special meeting of the Executive Committee may be convened by the General Secretary or the President whenever he thinks it necessary and can also be called by the General Secretary on a requisition made by not less than one third members of the Executive Committee. Quorum will be formed if one third members are present. Ordinarily not less than three days' notice shall be given for a meeting of the Executive Committee but in case of emergency a shorter notice may be given.

The Executive Committee may from time to time appoint Sub-Committees or Teams in addition to the ones already specified for the convenient transaction of the affairs of the Society / Institution.

The Executive Committee shall fix the hours during which the Library & Free Reading Room shall remain open . The description and number of holidays shall also be fixed by the Executive Committee. The General Secretary may for special reasons keep the Library and Reading Room closed for any period not exceeding seven days at a stretch in consultation with the President subject to ex post facto approval by the Executive Committee.

- (8) (2) **Secretariat and other Sub-committees :** 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.

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.

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.

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

- (8) (3) **Library Sub-Committee and its Convenor :** The Sub-Committee will be in charge of the Library, its books and periodicals and the archives under the supervision of the Secretary (Library) with the assistance of the Librarian. The Secretary (Library) will act as the Convenor of the Sub-Committee.

It will work under the overall supervision of the Secretariat /

Executive Committee through the General Secretary.

The Library and Free Reading Room shall be provided with useful and important books, periodicals, newspapers and other publications. Books, periodicals etc. of an objectionable character shall in no case be kept in the Library. Decision of the Library Sub-Committee subject to ratification by the Executive Committee in this regard will be final.

The Library Sub-Committee or the General Secretary may direct that any book shall not be issued out of the Library to Members or Subscribers, or may require special deposits for the issue of any book. They may also direct that any book or class of books be not issued to any class of readers, Members or Subscribers.

- (8) (4) **Hall and Buildings Sub-Committee and its Convenor** : The Sub-Committee will be in charge of all matters pertaining to the Library Buildings including the Hall, its fittings, fixtures etc. The Secretary (Hall and Buildings) will act as the Convenor of the Sub-Committee.

It will work under the overall supervision of the Secretariat/ Executive Committee through the General Secretary.

The Executive Committee shall frame bye-laws for the use of the Hall or any portion of the premises on donation and for the maintenance and development of the Society / Institution. The Executive Committee may withdraw permission for such use in the interest of the Library.

- (8) (5) **Finance Sub-Committee and its 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 as 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.

- (8) (6) **Literature and Culture Sub-Committee and its Convenor** : The Sub-Committee will be in charge of all matters pertaining to the cultural and literary functions of the Library. The Secretary (Literature and Culture) will act as its Convenor.
- (8) (7) **Publicity and Publication Sub-Committee and its Convenor** : The Sub-Committee will be in charge of all matters pertaining to publicity of the Library's activities. It will also look after matters relating to the publications of the Library. The Secretary (Publicity and Publications) will act as its Convenor.
- (8) (8) **Hindi Sub-Committee and its Convenor** : 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.
- (9) **Different Functionaries**
- (9) (1) **President** : He will preside over all meetings of the Society be it General Body, Executive Committee, Secretariat or Sub-Committees and all other meetings organised by the Library.
- (9) (2) **Vice-President** : He will preside over the Secretariat / Executive Committee/General Body / Sub-Committee Meetings or any other Meeting in absence of the President. In case of President's absence, except signing of cheques, any one of the Vice-Presidents will discharge the functions of the President. However, priority in this regard will be attached to the Vice-President of the Secretariat.
- (9) (3) **General Secretary and his functions** : (i) The General Secretary shall have charge of the executive work of the Society / Institution and shall have the power of general supervision over all its affairs. He shall keep the minutes of the meetings, carry on correspondences, be in charge of accounts and records, superintend the collections and be responsible for the due application of the funds of the Society / Institution. He shall be

responsible for giving effect to the Rules and Bye-laws of the Society / Institution and the resolutions of the General Body, the Executive Committee and the Secretariat.

(ii) He will act as the Convenor of the meetings of the General Body, the Executive Committee and the Secretariat.

(iii) He will be directly responsible for arranging / convening meetings for promoting and propagating literary and cultural values of the Society / Institution.

(iv) In case of temporary absence of the General Secretary, the Secretary (Finance / Library / Hall and Buildings / Literature and Culture / Publicity and Publication) will act as the General Secretary as decided by the Secretariat in anticipation of the approval of the Executive Committee.

(v) He will act as liaison officer between the Trustees and the Executive Committee.

(vi) He will be directly in charge of all matters not earmarked for other officials.

- (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.
- (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 Convenors of the Sub-Committees. 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.
- (9) (6) **Librarian :** There shall be a Librarian to look after the day to day work of the Library under the supervision of the General Secretary and the Secretary (Library). The Librarian and the Convenor of the Library Sub-Committee will work in close liaison with each other and in case of any difference between them the General Secretary will arrange resolution of the same and in case of necessity refer the matter to the Secretariat / Executive Committee for its ultimate resolution.
- (10) **Trustees :** The immovable properties, Reserve funds, all Endowment Funds and all articles of the archive of the Society / Institution shall be vested in not less than three and not more than

five Trustees from among the Members of the Society / Institution; any three of whom shall have power to discharge all the functions of all the Trustees. A Trustee shall ordinarily hold office for life. Any vacancy caused by death, resignation, insolvency, insanity, removal by court or otherwise shall be filled in at a General meeting of the Society / Institution convened for the purpose, after due consideration of the name(s) recommended by the Executive Committee. The Trustees shall work in consultation with the Executive Committee subject to the final decision of a General Meeting in case of difference between the Trustees and the Executive Committee.

Notwithstanding the above, the Board of Trustees may empower the Executive Committee to utilise only the interest accrued from the said Reserve Funds and Endowment Funds for specific purposes in respect of every Endowment Fund and Reserve Fund, keeping the principal amount of such Reserve Funds and Endowment Funds intact and under the safe custody of the said Board of Trustees.

Further a resolution should be taken for the above purposes in the meeting of the Board of Trustees and decision conveyed to the Executive Committee for taking necessary action.

The principal amount of the Reserve Fund or any portion of the Fund may be utilised only at the instance of the Trustees as an emergent/urgent expenditure under dire necessity, if the proposal to so utilise be cleared by a three-fourths majority in a General meeting called for the purpose through the Executive Committee.

The Trustees should meet at least once every six months to consider and discharge such duties as (a) maintenance and repair together with pertinent problems in regard to the Hall and Buildings of the Library and (b) to review the utilisation of unspent Reserve and Endowment Funds. They will refer the question of the execution of necessary action in this respect to the Executive Committee of the Library through the General Secretary.

The meeting of the Board of the Trustees will be presided over by the Chairperson elected from amongst the Trustees.

- (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 as vacancies occurring during the interval between two Annual General Meetings 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 though 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 meetings without valid reasons, his membership 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 member(s) 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 Member (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 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 a valid member wants to be elected as a member of the Executive Committee / Secretariat or an office bearer, 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.

- (12) (1) **Cessation of a Member/ Subscriber :** Any Member / Subscriber shall cease to be such :
- (a) on his death.
 - (b) on his resignation as a Member/Subscriber by a letter addressed to the General Secretary after its acceptance.
 - (c) on his being insolvent or of unsound mind.
 - (d) on his conviction in any offence involving morality.
 - (e) on committing any offence in connection with the formation, promotion, management or conduct of affairs of the Society / Institution which might be found detrimental to the very interest of the Society / Institution.
 - (f) on failing to pay his annual subscription before 30 June of the current year.
 - (g) in case of a staff member, cessation of his status of Subscriber will take place if he ceases to be a staff member.
 - (h) A Sishu-Kishore Subscriber will have his name removed if his guardian desires so in writing to the General Secretary or is reported against by the Head of the Educational Institution he has currently been studying in. He will cease to be such a Member on his attainment of eighteen years.
- (12) (2) **Resignation :** The office bearers, Members of the Executive Committee / Sub-Committees / Teams will act in an honorary capacity. They may tender resignation to the President who will forward the same to the Executive Committee through the General Secretary or directly (only in case of resignation of the General Secretary) for final disposal of the case. In case of the President, he may send resignation to the Executive Committee through the General Secretary.
- (12) (3) **Removal of a Trustee, a Member or a Subscriber :** The Executive Committee will have the power to remove any Subscriber for sufficient reason(s).

Removal of a Trustee, an Office-bearer, a Member of the Executive Committee and a Member may be effected for good and sufficient reasons by a resolution passed by a majority of three-fourths of the Members present at a General Body Meeting on the recommendation of the Executive Committee or if the issue

is raised in a General Body Meeting.

Before such a removal, however, a three-member Committee may be appointed, if necessary by the Executive Committee from among the Life Members, but not from the Members of the Executive Committee, to enquire into the matter thoroughly within ninety days from the date of its formation. On the basis of the findings by the said Committee, the Executive Committee shall recommend the matter to a General Body Meeting for disposal of the case.

- (13) **Meetings** : 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 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 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.

- (14) **Audit :** The accounts shall be duly audited once every year by an empanelled Chartered Accountancy Firm. If situation warrants, there may be a special audit as decided by the Executive Committee subject to subsequent ratification by the General Body. The working year of the Society / Institution means the period from 1 April to 31 March of the following year.
- (15) (1) **Alteration of Memorandum of Association Etc. :** The Executive Committee may frame or amend bye-laws for the Library & Free Reading Room as also for the Hall etc. subject to ratification at the next General Body Meeting.

Any Member(s) desiring to make any addition or alteration to the existing rules etc. shall forward the proposal(s) to the General Secretary in writing on or before 30 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 proposal(s).

If necessary, the Executive Committee may suo motu suggest amendment to the Memorandum of Association and Rules for smooth running of the Society / Institution. It may even take anticipatory action in this regard subject to subsequent ratification by the General Body.

Any Article [except the Article 1 (1)] or Rule may be amended or changed or repealed by a majority of two-thirds Members present in a General meeting but the Article 1 (1) under the heading **Memorandum of Association** may only be amended or changed or repealed by the recommendation of three-fifths of the total enrolled members in a Special General Meeting and passed by a majority of three-fifths members present in a subsequent Special General Meeting convened for the purpose.

- (15) (2) **Removal of difficulties** : If any difficulty or doubt arises in regard to operation or interpretation of any of the Rules and Regulations of the Society / Institution or in the administration of the affairs of the Society / Institution the Executive Committee will take steps as deemed fit and proper without outside interference and decision of the Executive Committee on the concerned issue will be final.
- (16) **Dissolution** : Subject to the provisions of Sections 24 and 27 of the West Bengal Societies Registration Act, 1961 or any statutory modification thereof, the Society / Institution may be dissolved by a resolution to that effect passed by three- fourths of the members of the Society / Institution present and voting at a General Meeting convened for the purpose and the said meeting shall also decide the manner of disbursement of the funds and assets, if any, of the Society / Institution after dissolution. The property and assets of the Library may, however, be transferred only to some other Society / Institution(s) having objects similar to the ones of the Rammohun Library & Free Reading Room.