

**MEMORANDUM OF ASSOCIATION**  
and  
**RULES AND REGULATIONS**  
of  
**INDIA INTERNATIONAL CENTRE**  
(August-2020)



40, Max Mueller Marg, New Delhi - 110 003

*Registered under the Societies Registration Act (XXI) of 1860*

The Rules and Regulations (from pages ix to 31) have been revised as per amendments carried out during April 2014 to August 2020, consequent to decisions of the Board of Trustees.

**Secretary IIC**

29 September 2020

# **MEMORANDUM OF ASSOCIATION**

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**Certificate of Registration of Societies**  
**Act XXI of 1860**  
**No. S 1406 of 1958-59**

I hereby certify that **The India International Centre** has this day been registered under the Societies Registration Act XXI of 1860.

Given under my hand at Delhi this Ninth day of March, One thousand nine hundred and fifty nine.

Registration fee Rs. 50/- Paid.

Sd/ **B. K. CHATTERJEE**  
*Assistant Registrar of Companies*  
*Delhi*

**In the matter of Act XXI of 1860 being an Act for the  
Registration of Literary, Scientific and Charitable Societies**

and

In the matter of **"INDIA INTERNATIONAL CENTRE"**

**MEMORANDUM OF ASSOCIATION**

1. The name of the Society is "India International Centre".
2. The Registered Office of the Society shall be situated in the Union Territory of Delhi.
3. The objects for which the Society is formed are :
  - (i) to promote understanding and amity between the different communities of the world by undertaking or promoting the study of their past and present cultures, by disseminating or exchanging knowledge thereof, and by providing such other facilities as would lead to their universal appreciation;
  - (ii) to undertake, organise and facilitate study courses, conferences, seminars, lectures and research in matters relating to different cultural patterns of the world;
  - (iii) to undertake, facilitate and provide for the publication of news-letters, research papers and books and of a journal for the exposition of cultural patterns and values prevailing in different parts of the world;
  - (iv) to establish and maintain libraries and information

services to facilitate the study of world cultures and spreading information in regard thereto;

- (v) to constitute or cause to be constituted regional centres at convenient places in India to promote the objectives of the Society;
- (vi) to co-operate with approved institutions and interested bodies for the purposes of helping the cause of understanding amongst peoples of different cultures;
- (vii) to organise and maintain, as far as possible on no-profit no-loss basis, limited residential accommodation, with cultural and educational amenities, for the members of the Society coming to participate in the activities of the Society and of other bodies with cognate objectives, as well as non-members specially invited to participate in the activities of the Society;
- (viii) to invite, as and when feasible, cultural leaders, scholars, scientists and creative artists, who may or may not be members of the Society, to take advantage of the facilities offered by the Society;
- (ix) to establish for the management and administration of all the properties, moneys, assets and activities of the Society, a Trust consisting of 7 trustees, 5 of whom shall be life trustees and the remaining two elected, one by individual members (except Associate and Honorary) and the other by institutional members (except Corporate Associate);
- (x) to issue appeals and applications for money and funds

in furtherance of the said objects and to accept gifts, donations and subscriptions of cash and securities and of any property either movable or immovable;

- (xi) to invest and deal with funds and moneys of the Society and to vary, alter or to transpose such investments from time to time;
- (xii) to purchase or otherwise acquire or take on lease or hire in the Union Territory of Delhi or outside, temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of the Society;
- (xiii) to sell, mortgage, lease, exchange and otherwise transfer or dispose of or deal with all or any property, movable or immovable, of the Society for the furtherance of the objects of the Society;
- (xiv) to construct, maintain, alter, improve or develop any buildings or works necessary or convenient for the purposes of the Society;
- (xv) to undertake and accept the management of any endowment or Trust fund or donation with objects similar to the objects of the Society;
- (xvi) to establish a provident fund for the benefit of the employees of the Society;
- (xvii) to offer prizes and to grant scholarships and stipends in furtherance of the objects of the Society; and
- (xviii) to do, or get done, all such other lawful things as are

conducive or incidental to the attainment of the above objects.

4. Till such time as the first regular Executive Committee of the Centre is constituted, the management of the Centre shall vest with the following members of the Society :

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Occupation and Address</b>
1.	Prof N.K.Sidhanta	Hony. Chairman	Vice Chancellor Calcutta University Calcutta
2.	Dr B.P. Pal	Hony. Secretary	Director, IARI 8, IARI Pusa Institute, New Delhi
3.	Shri Charat Ram	Hony. Treasurer	Business 15, Kitchener Road New Delhi
4.	Col B.H.Zaidi	Member	Vice Chancellor Aligarh University Aligarh
5.	Shri D.R.Mankekar	Member	19-B, W.E.A Karol Bagh New Delhi

A copy of the Rules of the Society, certified to be a correct copy by four members of the Executive Committee, is filed with the Registrar of Societies, Delhi, along with its Memorandum of Association.



5. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under Act XXI of 1860, this twenty fourth day of December, 1958, at New Delhi.

<b>S. No.</b>	<b>Name, addresses and occupations of Members</b>	<b>Signature of Members</b>
1.	Dr C.D. Deshmukh, Chairman, University Grants Commission, New Delhi	Signed
2.	Shri Prem Kirpal, Joint Secretary, Ministry of Education, New Delhi	Signed
3.	Shri Humayun Kabir, Minister, Scientific Research and Cultural Affairs, New Delhi	Signed
4.	Shri H.N. Kunzru, M.P., 18, Ferozshah Road, New Delhi	Signed
5.	Shri K.M. Munshi, Bharatiya Vidya Bhawan, Chowpaty Road, Bombay	Signed
6.	Dr Tara Chand, M.P., 8 Tughlak Road, New Delhi	Signed
7.	Shri D.R. Mankekar, Journalist, 19-B W.E.A., Karol Bagh, New Delhi	Signed
8.	Dr B.P. Pal, Director, IARI, 8 IARI Pusa Institute, New Delhi	Signed

*Witnesses*

1. Dr H.C. Gupta, Edn. Officer, Min.of Edn,  
New Delhi Signed
2. Shri Charat Ram, 15, Kitchener Road,  
New Delhi Signed

# **RULES AND REGULATIONS**

*Effective from 01.04.2020*

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# **RULES AND REGULATIONS**

## **1. Interpretation**

In these Rules, unless the context otherwise requires:

- (a) 'The Centre' means the India International Centre.
- (b) 'The General Body' means the General Body of the Centre.
- (c) 'The Board' means the Board of Trustees of the Centre.
- (d) 'The Committee' means the Executive Committee of the Centre.
- (e) 'The Finance Committee' means the Finance Committee of the Centre.
- (f) 'The Council' means the Advisory Council of the Centre.
- (g) 'The President' means the President of the Board of Trustees of the Centre.
- (h) 'The Vice President' means the Vice President of the Board of Trustees of the Centre.
- (i) 'The Chairman' means the Chairman of the Executive Committee of the Centre.
- (j) 'The Director' means the Director of the Centre.
- (k) 'The Joint Director' means the Joint Director of the Centre.
- (l) 'The Treasurer/Hony Treasurer' means the Treasurer/ Hony Treasurer of the Centre.
- (m) 'The Secretary' means the Secretary of the Centre.
- (n) 'A member' means a member admitted as such under these Rules.

- (o) 'Prescribed' means prescribed under the bye-laws made by the Board of Trustees of the Centre.

## 2. Patrons

Patrons are those persons who were enrolled under this category upto 26.3.1981.

## 3. Members

There will be the following classes of members:

### A. *Individual Members*

- (a) Honorary Members
- (b) Foundation Members
- (c) Life Members
- (d) Members
- (e) Associate Members
- (f) Overseas Associate Members
- (g) Temporary Members
- (h) Short Term Associate Members\*

### B. *Institutional Members*

- (i) Corporate Foundation Members
- (j) Corporate Members
- (k) Corporate Associate Members\*\*

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\*3 A (h) STAM were introduced vide 205<sup>th</sup> meeting of Board of Trustees, held on 10/07/2007.

\*\*3 B (k) Admission to this category, which was discontinued with effect from 7.12.1971, was revived with effect from 22.12.1984.

#### **4. Qualification for Membership**

A. Individual membership of the following classes, open to persons of Indian or foreign origin, shall be subject to the provisions set out below:

(a) *Honorary Members*

- (i) Subject to their consent, the President of India, the Vice-President of India and the Prime Minister of India will be Honorary Members of the Centre.
- (ii) The Board may invite such other persons, as it may deem fit, to be Honorary Members.

(b) *Foundation Members*

Foundation Members are those persons who took an active interest or part in the establishment of the Centre and were enrolled as such.

(c) *Life Members*

Life Members are persons of high attainment in education, science, culture, art or other areas of public activity who are admitted as such.

(d) *Members*

Members are persons in the fields of academia, art, culture, science, technology, sports or those engaged in public or professional functions and activities and are admitted as such in accordance with the decisions taken by the Board in this behalf.

*(e) Associate Members*

Associate Members are persons who are admitted as such in accordance with the decisions taken by the Board in this behalf.

*(f) Overseas Associate Members*

Overseas Associate Members are persons who are admitted as such in accordance with the decisions taken by the Board in this behalf.

*(g) Temporary Members*

Temporary Members are persons who are admitted as such in accordance with the decisions taken by the Board in this behalf.

*(h) Short Term Associate Members*

Short Term Associate Members are persons who are admitted as such in accordance with the decisions taken by the Board in this behalf

Provided always that no person shall be eligible for admission under Rule 4(c) to (f) unless he/she has completed 25\* years of age at the time of applying for enrolment.

Provided further that an applicant for individual membership, other than Temporary membership, should be duly proposed and seconded by two individual members (other than an Associate, Overseas Associate, Short Term Associate and Temporary Member), one of them certifying that the applicant is personally known to him or her and is, in his opinion, a person fit to be admitted as a member of the Centre.

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\*Amended from 30 years to 25 years vide 226<sup>th</sup> meeting of Board of Trustees dt. 30th September, 2011.



B. Institutional membership will be of the following classes and subject to the provisions set out below:

(i) *Corporate Foundation Members*

Corporate Foundation Members are institutions which may be any University, National Laboratory, National Academy, an all-India institution of research and higher learning, an all-India cultural body, or any association or organisation of persons interested in academic or cultural work, and which were enrolled as such.

(j) *Corporate Members*

Corporate Members are institutions which may be any University, National Laboratory, National Academy, an all-India institution of research and higher learning, an all-India cultural body, a Central Government Department, State Government or any of its Departments, any other Governmental body or authority, a limited company in sympathy with the aims and objects of the Centre, or any association or organisation of persons interested in academic or cultural work and which are admitted as such in accordance with the decisions taken by the Board in this behalf.

(k) *Corporate Associate Members*

Corporate Associate Members are institutions which may be any association or organisation devoted to academic or cultural work, and registered as a Society under the Registration of Societies Act (XXI) of 1860 or as a Trust under an appropriate Act, and which are admitted as such in accordance with the decisions taken by the Board in this behalf.

Provided always that no association or organisation shall be eligible for admission as a member under Rules 4B(i), 4B(j) and 4B(k) unless it has been set up under an Act of the Central or a State Legislature, or a Resolution/Order of the Central or State Government, or has been registered under the Registration of Societies Act XXI of 1860, or other appropriate Act or is a limited company in sympathy with the aims and objects of the Centre.

Provided further that any Foreign University/National Academy or Research Institution or any other body may be admitted as a Corporate member under Rule 4B(j) or 4B(k) of these Rules.

### **C. Admissions Committee\***

- (a) Subject to decisions taken by the Board or the President, from time to time, the Admission to Membership (except STAM) will be from former STAM (i.e. those who have completed their 3+2 years tenures) and from among current STAM (i.e. those who have been given 3 years or more tenure) Members would be selected by The Admission Committee (TAC) – Quorum for a meeting of TAC shall be 7, comprising 3 Trustees and 4 members of the Committee.
- (b) Subject to decisions taken by the Board or the President, from time to time, the Director may enrol a person as Temporary Member for a period not exceeding three months at a time. The Secretary may, on the recommendation of a member, enrol non-members as Temporary Members to entitle them to stay in the Hostel for 30 days at a time. The Fees to be charged from Temporary Members, Indians and foreigners, shall be as approved by the Board from time to time.

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\*Rule 4. C: Membership policy amended vide 267<sup>th</sup> Board of Trustees meeting dated 22 November 2019.

- (c) All applicants seeking to be inducted under the STAM shall be required to apply in the prescribed Application Form which is proposed by a Life Member/ Member/ Associate Member and seconded by another Life Member/ Member/ Associate Member.

All applications received shall be scrutinized by the Director and shortlisted persons shall be invited for interaction with the Selection Committee.

The Selection Committee shall comprise Director, Secretary and three members of the Executive Committee, one each from Individual (Nominated), Individual (Elected) and Institutional (Elected) categories. The quorum for a meeting of the Selection Committee shall be Director, Secretary and two members of the Executive Committee.

Persons recommended for enrolment as STAM, after approval by the President, may be enrolled for a period of three years, which may be extended by two more years, on case to case basis.

The Selection Committee shall meet 2-3 times a year, as required.

## **5. Privileges of Members**

- (a) Patrons and persons admitted as members under Rule 4A (a) will be entitled to all the facilities offered by the Centre except the right to vote at the meetings of the General Body.
- (b) Members admitted under Rules 4A(b), 4A(c) and 4A(d) will be entitled to all the facilities offered by the Centre, besides having the right to vote at the meetings of the General Body.

- (c) Members admitted under Rules 4A(e) and 4A(f) will be entitled to all the facilities offered by the Centre except the right to attend and vote at the meetings of the General Body.
- (d) A member admitted under Rule 4A(g) will be entitled to all the facilities offered by the Centre except (i) residential facilities at member's rate and (ii) right to attend and vote at the meetings of the General Body.
- (e) A corporate body admitted as a member under Rule 4B (i) will be entitled to nominate not more than four persons at a time, who may make use of the Centre's residential facilities. The nominees shall only be from among the Vice Chancellor, Pro-Vice Chancellor, Registrar and members of the teaching staff of the University. The Executive Head of each such body will also have the right to cast one vote at the meetings of the General Body.
- (f) A Corporate body admitted as a member under Rule 4B (j) will be entitled to nominate not more than four persons at a time, who may make use of the Centre's residential facilities. The nominees shall be those who belong to the Corporate member concerned. The Executive Head of each such body will also have the right to cast one vote at the meetings of the General Body.
- (g) An association or organisation admitted as a member under Rule 4B(k) will be entitled to nominate not more than two persons at a time who may make use of the Centre's residential facilities on member's rates. The nominees shall be those who belong to the Corporate Associate Member concerned. A Corporate Associate Member will not have the right to attend and vote at the meetings of the General Body.

- (h) On the demise of a member, if his/her spouse is admitted as a member the latter shall be charged subscription rates which are applicable to the category of membership to which he/she is admitted.

Provided always that members will be admitted to the residential and other facilities offered by the Centre subject to the availability of accommodation.

## **6. Conversion of Membership**

- (a) Notwithstanding what is provided in Rule 4A(c) above, a member admitted as such under Rule 4A(d) above may, if otherwise eligible, be enrolled as a Life Member on payment of the fee as decided by the Board for such membership.
- (b)\* An Associate Member may be admitted as a Member and Overseas Associate Member may be admitted as Associated Member as per procedure laid down from time to time.

Where an Associate Member is admitted as a Member before the end of the year following the year in which he/she has been admitted as an Associate Member, credit shall be given to the admission fee for his/her Associate membership. Credit may also be given for the annual subscription, if any, paid during the year, in calculating the subscription due from him/her for that year.

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\* The BoT, vide its decision taken in its 137<sup>th</sup> meeting (held on 06-08-1993) and vide its two separate decisions taken in its 168<sup>th</sup> meeting (held on 13-08-2001) & 261<sup>st</sup> meeting (held on 01-10-2018) has laid down the procedure for conversion of membership from Associate Member (AM) to Member (M) and from Overseas Associate Member (OAM) to Associate Member (AM), respectively.

## **7. The number of members**

The number of members in each class will be such as may be determined by the Board from time to time.

### **7 (A)\* Smart Identity Card for Members**

All members will be issued Smart Identity Cards. The format and design of the identity card can be changed by the Centre from time to time, as necessary. If any Member refuses to apply for the new identity card, as prescribed, the membership of such Member can be curtailed or cancelled by the Centre.

## **8. Fees and Subscriptions**

The fees and subscriptions payable by members of various classes will be as determined by the Board, from time to time.

9. Subscriptions towards membership are payable in advance for each financial year and shall be due for payment on the 1st April of each year. It shall be the responsibility of the members to ensure due and timely payment of subscriptions.

## **10. Office Bearers and Officers of the Centre**

(a) The following shall be the office-bearers of the Centre:

- (i) President
- (ii) Vice-President
- (iii) Director
- (iv) Joint Director
- (v) Treasurer/Hony Treasurer
- (vi) Secretary

(b) The President of the Board of Trustees shall be the President of the Centre, ex-officio.

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\* **New Rule 7 (A)** Smart Identity Cards made mandatory vide decision taken by Board of Trustees at its 272<sup>nd</sup> Meeting held on 22<sup>nd</sup> Feb 2021

- (c) The Vice-President of the Board of Trustees shall be the Vice-President of the Centre, ex-officio.
- (d) The Director shall be the chief executive of the Centre and shall function under the control and direction of the Board of Trustees.
- (e) The Director, the Joint Director, the Treasurer/Hony Treasurer and the Secretary of the Centre shall be appointed by the Board and their terms of office and other conditions of service shall be such as may be laid down by it from time to time.
- (f) The Board shall also appoint the General Manager, Controller of Finance and Accounts, Chief Librarian, Editor and such other officers as it may deem fit on such terms and conditions of service as may be laid down by it from time to time.

#### **11. General Body**

The General Body of the Centre shall be composed of the following:

- (a) Foundation Members admitted under Rule 4A(b);
- (b) Life Members admitted under Rule 4A(c);
- (c) Members admitted under Rule 4A(d);
- (d) Executive Head of each Corporate Foundation Member admitted under Rule 4A(i); and
- (e) Executive Head of each Corporate Member admitted under Rule 4A(j).

#### **12. Board of Trustees**

- (a) The Board of Trustees shall consist of seven persons, five of whom shall be Life Trustees being Patrons, Life Members, Foundation Members or Members and the

remaining two shall be elected, one by individual members with voting rights and the other by institutional members with voting rights.

Provided that the President may elicit the opinion of one or more Trustees who may be absent at the meeting, if the President is of the opinion that the question is of such importance as to merit consultation with such Trustee and the opinion elicited from and conveyed by such Trustee shall be taken into account as if the Trustee were present at and participating in the meeting.

(b) The Director of the Centre shall be ex-officio member of the Board of Trustees.

(c) The Secretary shall be Secretary to the Board of Trustees.

### **13. Executive Committee**

(a) The Committee shall consist of:

(i)-(iii): The Director, Secretary and Treasurer/Hony Treasurer of the Centre;

(iv)-(v): Two Members to be nominated by the Board;

(vi)-(vii): Two Members to be elected by individual members with voting rights;

(viii)-(ix): Two Members to be elected by institutional members with voting rights in the following manner.

(A) One member to be elected by Corporate Foundation Members and Universities (including Deemed Universities) admitted as Corporate Members with voting rights



- (B) The Second Member to be elected by Corporate Institutions other than Universities (including deemed Universities) having voting rights.
- (b)\* The Board shall have the power to nominate Corporate Institution member if any vacancy of Institutional Member remains vacant during the elections to the Committee.
- (c) The Committee shall have power to co-opt a member in any vacancy to be filled by election for the residue of the term of the out-going member if such vacancy arises in the second year.
- (d) The strength of the Committee may be increased by the Board by adding 3 members at a time, one of whom will be nominated by the Board, one elected by individual members with voting rights and one elected by institutional members with voting rights.
- (e) The Director and Secretary of the Centre shall, respectively, be ex-officio Chairman and Secretary of the Committee.

#### **14. Rights, powers and duties of the Board of Trustees**

- (a) All properties movable, immovable, or of any other kind shall stand vested in the Board.
- (b) The business and affairs of the Centre shall be carried on and managed by the Board who shall exercise all powers and authority of the Centre.
- (c) The Board shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or the furtherance of the objects of the Centre.

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\*Rule 13 (b): Authority to nominate for Institutional Member amended vide 266<sup>th</sup> BoT meeting 02 August 2019

- (d) The Board shall have the power to appoint, from time to time, committees and to assign and/or delegate thereunto such functions and duties as may be considered necessary.
- (e) Without prejudice to the generality of the foregoing provisions, the Board shall have the following rights and powers:
  - (i) to acquire by gift, purchase, exchange, lease or otherwise, lands, buildings or other immovable property together with all rights appertaining thereto;
  - (ii) to construct and maintain buildings, including right to alter or to improve them and to equip them suitably;
  - (iii) to manage the properties of the Centre;
  - (iv) to accept the management of any trust fund or endowment in which the Centre is interested;
  - (v) to raise funds for the Centre by gift, donations, or otherwise;
  - (vi) to raise loans;
  - (vii) to receive moneys, securities, instruments and/or any other movable property for and on behalf of the Centre;
  - (viii) to enter into agreement for and on behalf of the Centre;
  - (ix) to sue and defend all legal proceedings on behalf of the Centre;
  - (x) to institute a provident fund for the benefit of the employees of the Centre and manage such provident fund;

- (xi) to grant receipts, to sign and execute instruments, and to endorse or discount cheques or other negotiable instruments through its accredited agents;
- (xii) to make, sign and execute all such documents and instruments as may be necessary or proper for carrying on the management of the property or affairs of the Centre;
- (xiii) to invest the moneys and funds of the Centre and to vary the instruments as and when it may seem necessary or proper;
- (xiv) to make suitable grants of moneys or other assistance to a university, educational institution or other society for the conducting or the prosecution of any research or investigation or study in a subject in which the Centre is interested;
- (xv) to grant fellowship, scholarship or other monetary assistance, on such terms and conditions as it may decide, to such persons as it may select for the carrying on of any research, or investigation, or study in a subject in which the Centre is interested;
- (xvi) to manage, sell, transfer or otherwise dispose of any property, movable or immovable, of the Centre;
- (xvii) to assign, from time to time, such functions and duties and delegate such powers as it may deem fit, to the Committee;
- (xviii) to lay down the powers, functions and duties of the Director, the Treasurer/Hony. Treasurer and the Secretary;
- (xix) to lay down the powers, functions and duties of the

- General Manager, Controller of Finance and Accounts, Chief Librarian, Editor and such other officers as the Board may appoint from time to time;
- (xx) to perform all such acts and do all such things as may be necessary for the proper management of the properties and the affairs of the Centre;
  - (xxi) to appoint an auditor or auditors for auditing the accounts of the Centre and to report thereon.
- (f) The Board shall have power to make bye-laws in respect of the following matters:
- (i) the management of the properties, funds, affairs and work of the Centre;
  - (ii) the conditions and procedure under, and according to, which the elected members of the Board and the Committee are to be elected;
  - (iii) the conditions and procedure under, and according to, which the several classes of members of the Centre may be enrolled;
  - (iv) the subscription, if any, to be paid by the different classes of members;
  - (v) the rights, duties and privileges of the several classes of members;
  - (vi) the procedure for election of members to the Board/ Committee, including, if it deems fit, for postal voting and voting by proxy;

- (vii) the procedure for the convening and the conduct of the meetings of the Board, the Committee, and such other bodies as may be set up from time to time including provision for the transaction of business by circulation of papers, proxy or otherwise, as may be deemed fit;
- (viii) such other purpose as may be found necessary.
- (g) The Board alone shall have the power to repeal, amend and modify the bye-laws.
- (h) The Board may, from time to time, delegate all or any of its powers to the Committee and/or the functionaries of the Centre.
- (i) The President shall exercise general control over the affairs of the Centre and shall give effect to the decisions of the Board and, in emergent cases, exercise all the powers vested in the Board under Rule 14 of the Rules and Regulations of the Centre and report the decisions taken at the next succeeding meeting of the Board.

Provided that where any such action taken by the President affects any person in the service of the Centre, such personnel shall be entitled to prefer, within thirty days from the date on which he/she receives notice of such action, an appeal to the Board.

#### **15A. Powers, functions and duties of the Executive Committee**

Subject to the overall control and general direction of the Board, the Committee shall have the following powers and duties and shall perform the following functions:

- (i) to perform all such acts and duties and exercise all

such powers as may be delegated or assigned to it by the Board;

- (ii) to make recommendations in regard to the programme activities of the Centre;
- (iii) to examine the budget, revised budget and audited accounts, keeping in view the recommendations of the Finance Committee, and to recommend the same for the approval of the Board;
- (iv) to examine the quarterly Income and Expenditure statements;
- (v) to provide guidance in regard to the publications which may be brought out by the Centre, and the functioning of the Library;
- (vi) to propose bye-laws, for any of the matters for which they are required to be made, for consideration and adoption by the Board;
- (vii) to consider such other matters as may be brought before the Committee with the permission of the Chairman.

15B. The Director shall be empowered to perform any of the aforesaid functions in between meetings of the Committee and report the action taken at the next succeeding meeting of the Committee.

**16. Powers, functions and duties of the Vice-President, Treasurer/ Hony Treasurer and Secretary**

Subject to the provisions of clause (iv) hereunder:

- (a) (i) The Vice-President shall exercise, under the general guidance and direction of the President, such powers and functions as may be delegated by the Board and the President provided that the Vice-President shall not acquire the emergency powers of the President.
  - (ii) The Vice-President shall not automatically succeed the President in the event of a vacancy being created in the office of the President but shall carry out the day to day functions of the President until the office of the President is filled up in accordance with the Rules.
  - (iii) In case of a vacancy in the office of the Vice-President arising by reasons of resignation or otherwise, all the members of the Board will elect a Vice-President from among the Life Trustees by rotation, who, once elected, shall hold office for a period of three years from the date he assumes charge thereof.
  - (iv) If the Board so felt that, in the event of the President being permanently resident in Delhi, there was no need for filling the post of the Vice-President, the Board could let the office of the Vice-President remain vacant for such periods of time as it thinks fit.
- (b) The Treasurer/ Hony Treasurer will advise on all matters connected with the finances of the Centre such as budgeting, maintenance of accounts etc.
- (c) (i) The Secretary will be responsible for the day to day functioning and general supervision of the activities of the Centre on behalf of the President and the Director.
  - (ii) His duties will, inter alia, include issuing notices for the meetings of the Board, Committee, Finance Committee

and General Body; preparing and circulating the agenda papers in advance of the date of meetings and communicating to the officers concerned about the actions to be taken by them arising out of the decisions taken at the meetings of the Board and the Committee.

#### **17. Finance Committee**

The Finance Committee (FC) shall be constituted by the Board with a tenure which would be co-terminus with the two year terms of the elected members of the Board and the Committee. It shall be an advisory body to oversee the Centre's financial affairs and consider matters having major financial implications, examine the budget, revised budget, audited accounts, etc. The composition of the FC would be as follows:

- (i): Chairman, to be nominated by the Board from among the members of the Centre;
- (ii-iii): two persons to be nominated by the Board, one from among the members of the Committee and the other from among the members of the Centre;
- (iv-vi): The Director, Treasurer/ Hony Treasurer and Secretary shall serve as ex-officio members;
- (vii): The Controller of Finance and Accounts shall serve as Secretary of the Finance Committee.

#### **18. Terms of Office**

- (a) All the Life Trustees mentioned under Rule 12 (a) supra shall hold their office for life.



- (b) The term of office of the President shall be five years.
- (c) The term of office of the Vice-President shall be three years.
- (d)\* The term of the office of the elected Members of the Board shall be two years. A member shall not be eligible to contest for the office of the Trustee (individual or institutional as the case may be) if such member has already been elected twice in the past.
- (dd) An Elected Member of the Board shall cease to be such Member, if he fails to attend three consecutive meetings of the Board without reasonable cause.
- (e)\*\* The Term of Office of the elected/nominated Members of the Committee shall be two years. A member shall not be eligible to contest for the office of the Member of the Committee (individual or institutional as the case may be) if such member has already been elected twice in the past.
- (ee) An elected/nominated Member of the Committee shall cease to be such Member if he fails to attend three consecutive meetings of the Committee without reasonable cause.
- (f)\*\* The result of the elections to the Committee and the Board shall be declared by the Returning Officer and the same would be announced by the President at the succeeding Annual General Body Meeting.

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\*Rule of 18(d): Term of the office of elected member amended vide 267<sup>th</sup> Board of Trustees meeting dated 22 November 2019.

\*\*Rule 18 (e) & (f) Term of office of elected/nominated member and declaration of result of elections amended vide 267<sup>th</sup> Board of Trustees meeting dated 22 November 2019.

- (g) Any vacancy in the office of any Life Trustee that may arise by reason of resignation or otherwise shall be filled up by the remaining Life Trustees.
- (h) In case of a vacancy in the office of the President, arising by reason of resignation or otherwise, all the members of the Board will elect a President from among the Life Trustees only, who, once elected, shall hold office for a period of five years, provided that the President, who has resigned or ceases to be the President otherwise, does not automatically cease to be a Life Trustee unless he/she also resigns specifically his/her Life Trusteeship. In the event of his/her resignation of Life Trusteeship or otherwise ceasing to be a Life Trustee, the remaining four Life Trustees shall first appoint the fifth Life Trustee and, thereafter, the election of the President will take place as laid down by the Rules.
- (i) Where the laid down electoral procedure fails with regard to elections of individual and institutional representatives on the Board, the Board shall have the power to co-opt the members from amongst institutional or individual members, as the case may be.
- (j) The Board shall also have the power to co-opt a member from amongst the institutional or individual members, as the case may be, for the residue of the term in the case of a casual vacancy.

## **19. Advisory Council**

- (a) The Board shall appoint an Advisory Council to advise on the programmes and activities which the Centre may usefully undertake.
- (b) The strength of the Council shall not exceed forty at any given time.

- (c) The members of the Council need not necessarily be members of the Centre.
- (d) All members of the Council shall serve the Centre in honorary capacity, but they may be reimbursed such expenses as may have been incurred by them for attending the meetings of the Council.
- (e) The meetings of the Council shall be convened in accordance with such procedure as may be decided from time to time.
- (f) The members of the Council shall be appointed by the Board.
- (g) The members of the Council shall hold office for three years, but they shall be eligible for re-appointment.

## 20. Meetings

### (a) *Venue of meetings*

All meetings of the General Body shall be held in New Delhi in the Centre's campus. Meetings of the Board and the Committee shall also be held in New Delhi.

### (b) *Frequency of meetings*

- (i) The General Body shall meet at least once a year;
- (ii) The Board shall meet at least once in six months or as often as may be necessary, to transact its business;
- (iii) The Committee shall meet once in three months, or at shorter intervals if necessary.

### (c) *Convening of meetings*

- (i) The annual meetings of the General Body shall be

convened by the Secretary; provided that special meetings of the General Body shall be convened on requisition in writing by the Secretary, or by at least four of the nine members of the Committee, or by at least one-fourth of the number of members on rolls for the time being;

- (ii) The meetings of the Board shall be convened by the Secretary; provided that a special meeting of the Board shall be convened on requisition in writing by the President;
- (iii) The meetings of the Committee shall be convened by the Secretary; provided that special meetings of the Committee shall be convened on requisition in writing signed by at least four members of the Committee.

(d) *Notice of meetings*

- (i) There shall be 15 days clear notice for meetings of the General Body;
- (ii) There shall be seven days clear notice for meetings of the Board;
- (iii) There shall be seven days clear notice for the meetings of the Committee.

Provided that for special meetings the period of notice shall be as follows :

Of the General Body	:	Seven clear days
Of the Board	:	Five clear days
Of the Committee	:	Five clear days

(e) *Nature of Business at meetings*

- (i) General Body: The General Body shall meet to:
  - (a) adopt the Director's Annual Report;
  - (b) adopt the Audit Report and Annual Statement of Accounts as certified by Auditors;
  - (c) adopt the Budget for the ensuing year;
  - (d) announce the outcome of the electoral process to fill the vacancies on the Board and the Committee, every 2 years; and
  - (e) make policy recommendations to the Board.
- (ii) Board of Trustees: The Board shall meet to consider reports about the activities of the Centre forwarded by the Committee; to determine policy for the guidance of the Committee; to consider and pass the annual budget submitted by the Committee and to consider such other matters as may be brought before the Board with the permission of the President.
- (iii) Executive Committee: The Committee shall meet to consider the matters assigned to it under Rule 15A.

(f) *Quorum for Meetings*

- (i) For the annual meetings of the General Body the quorum shall be one-tenth of the number of the members on rolls for the time being;
- (ii) For special meetings of the General Body, the quorum shall be one-fourth of the number of the members on rolls for the time being;

(iii) For a meeting of the Board, the quorum shall be three;  
and

(iv) For a meeting of the Committee, the quorum shall be  
four.

Provided always that the quorum prescribed above will not  
be necessary for an adjourned meeting.

(g) *Business by circulation of papers*

(i)\* Votes at any election shall be given, taken, recorded  
and/or counted either by using ballot papers and ballot  
boxes or electronically (e-voting) or by means of  
electronic voting machines (EVMs), as may be decided  
and directed by the Election Committee.

(ii) The Board may dispose of urgent matters by circulation  
of papers, if so desired by the President.

(iii) The Committee may dispose of urgent matters by  
circulation of papers on the initiative of the Secretary.

## **21. Fund of the Centre**

(a) The Centre shall have its own Fund and all the receipts  
of the Centre through grants, donations, subscriptions and  
fees, as well as income from investments, publications  
and other sources shall be carried to the Fund and all  
payments by the Centre shall be made therefrom.

(b) The Banking Account of the Centre shall be in the name  
of the India International Centre. All receipts of the Centre

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\*Rule 20 (g) (i): Method of Casting of Votes amended vide 267<sup>th</sup> BoT meeting dated 22 November 2019.

shall be paid into the account of the Centre and shall not be withdrawn except by a cheque signed by the Director and Treasurer/Hony. Treasurer or such other office bearer of the Centre, if any, as may be duly empowered in this behalf by the Board, subject to such bye-laws as may be framed for the purpose.

- (c) All expenditure paid out of the Fund shall be incurred solely for the promotion of the aims and objects for which the Centre has been established, and in the manner approved by the Board.

## **22. Budget**

- (a) The Director shall prepare, in such form and at such time each year as decided by the Board, a budget in respect of the financial year next ensuing and a revised budget for the financial year showing the estimated receipts and expenditure, and forward the same to the Committee, alongwith the views of the Finance Committee, for its consideration.
- (b) The budget, as approved by the Board, shall be operated upon by the Director.

## **23. Accounts and Audit**

- (a) The Centre shall cause to be maintained such books of accounts and other books in relation to its accounts in such form and in such manner as may be determined in consultation with the Auditors of the Centre.
- (b) The financial year of the Centre shall be from the first of April of each year to the 31st March of the following year.

- (c) The Centre shall, as soon as may be, after closing its annual accounts, prepare a statement of accounts in such form as the Board may, in consultation with the Auditors of the Centre, determine.
- (d) The accounts of the Centre shall be audited by such auditors as the Board may appoint.
- (e) The annual accounts of the Centre, together with the audit report thereon, shall be laid before the General Body, as far as practicable, at its annual meetings. If the statement of the audited accounts is not ready by the date of the annual meeting, it shall be placed before the General Body at a subsequent meeting called for the purpose.

#### **24. Amendments**

Amendments to the Rules of the Centre may be made by the Board only, by a two-third majority of the members present and voting at the meeting convened for the purpose, provided that the members voting in favour of the amendment number not less than four.

#### **25\* Clearing of Bills**

Credit facilities to Individual Members shall not be available. They shall settle their dues on the presentation of the bills to them. The settlement of bills shall be done through Smart Identity Card or Credit/ Debit Card or by any other digital mode of payment.

The Corporate Foundation Members (CFM), Corporate Members (CM) and Corporate Associate Members (CAM) shall have credit facility of one month to settle their bills. The bills not paid by the end of the month, following the month to which they relate, shall be subject to a surcharge of 2% on the arrears for every month of default. The credit facilities of Members who do not settle their bills in full within two months, following the month to which the credit relates, shall be withdrawn.

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\*Rule 25: Clearing of Bills amended by Board of Trustees vide its 272<sup>nd</sup> Meeting held on 22<sup>nd</sup> Feb 2021



## 26. General

- (a) The headquarters of the Centre shall be New Delhi.

### *Payment of Subscription and Right to Vote*

- (b) No person shall exercise his/her vote in any meeting of the General Body unless he/she is a member continuously for a period of at least 3 months preceding such a meeting, and has paid subscription due from him/her in full.

### Canvassing Prohibited

- (\*bb) Canvassing by a member directly or indirectly in any form or of manner for any Office or Post in the Centre is prohibited.

### Removal from Membership and Suspension of Facilities

- (c) Any Member who indulges in Canvassing or who has committed a breach of any of the Rules of the Centre or who has refused or neglected to abide by any such Rules or has not cleared the dues of the Centre (other than membership fee) within the stipulated time or is a habitual defaulter in the clearance of the dues of the Centre or who has committed any act which, in the opinion of the Committee, is calculated or likely to bring discredit to the Centre or has disregarded/not observed any rules, regulations, by-law, decisions of the Board, the Committee or the Sub Committee, or has conducted himself in a manner unbecoming of a member of the Centre may be:
- (i) denied any of the privileges or use of any or all the facilities of the Centre for such period (s) as the Committee may consider appropriate; or

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\*Rule 26 (bb): Prohibition of canvassing amended by BoT meeting held on 04 February 2012.

(ii) removed from the Membership of the Centre by the Committee.

by a Resolution of 3/4<sup>th</sup> of the Members of the Committee present at a special meeting thereof convened for the purpose after atleast 14 days notice.

Provided that no such resolution shall be passed unless the member concerned is informed by a registered letter (acknowledgement due) at least fourteen days before such meeting, and of the grounds on which it is proposed to remove him/her from membership of the Centre and is given an opportunity to explain his/her conduct to the Committee in writing or in person in such meeting.

PROVIDED, however, that before issue of a Notice, the Committee may refer complaint (s) regarding any such act of breach, refusal or neglect or disregard or non observance of Rules, Regulations Bye-Laws and decisions to a Sub Committee (Disciplinary Committee) for a preliminary Enquiry in such a manner as such Disciplinary Committee may consider appropriate and submission of Report/Recommendations.

(Note: For the purpose of this Rule, the Committee may, from time to time, constitute a Sub Committee to be called a "Disciplinary Committee" comprising of two Members with the Secretary as its Convenor)

(d) Pending initiation of steps for reference to consideration of decision to the Committee in respect of any complaint or neglect, or act of omission or behavior in terms of Sub Rule (c) thereof and if the circumstances so warrant, the

**Director/Secretary** may suspend the use by such Member of any Centre's facilities.

- (e) A report regarding any such suspension of the use of Centre's facilities shall be submitted to the Committee at the next meeting of the Committee to be convened within a period of six weeks, which may direct its continuation for such period or period(s) as it may deem appropriate, or its revocation.
- (f) The name of any member, individual or institutional, who is liable to pay subscription by 1<sup>st</sup> April of each year but whose subscription falls in arrears beyond 31<sup>st</sup> May shall be removed from the Roll of Members of the Centre unless the Committee shall otherwise decide, in which case the members whose subscriptions have fallen in arrears shall have to pay, in addition to the arrears due, a penalty to be fixed in each case by the Committee to be enabled to continue their membership of the Centre.
- (g) The name of a member removed from the Roll of Members of the Centre may be restored thereto only on payment of such sum as the Committee may determine in each case.
- (h) If upon the dissolution of the Centre there shall remain, after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Centre but shall be given over to organizations with comparable purpose according to the decision of the Board or, in default thereof, that of a competent Court.

- (i) The Centre shall sue or be sued in the name of the Director of the Centre.
- (j) All the necessary provisions of the Indian Societies Registration Act (XXI) of 1860 shall apply to the Centre.

