

SAHITYA AKADEMI CHANDIGARH

CONSTITUTION

MEMORANDUM OF ASSOCIATION

1. CONSTITUTION:

Whereas it is considered expedient to establish an organization to foster and co-ordinate activities in the so here of literature, it is hereby resolved as follows:-

“An Akademi of literature to be called “Sahitya Akademi” shall be established.”

2. HEADQUARTERS:

The headquarters of the Akademi shall be at Chandigarh.

3. ORGANISATION AND FUNCTION:

- A. The Akademi shall be corporation body, shall have perpetual seal and may sue and be sued in its corporate name.
- B. It shall be registered under the Societies Registration Act, 1860 as a non-profit making body:
- C. Finance of the Akademi shall comprise:
 - (i) Grants-in-aid”
 - (ii) Monday raised from other sources such as donations Advertisements, sales, entry fees or any other source or mode approved by the Executive Board from time to time.
- D. It shall have the following powers and functions, namely:
 - (i) To encourage and promote study and research in the field of literature:
 - (ii) To promote co-operation among non of literature and literary associations, and to encourage establishment and development of such associations:
 - (iii) To publish and to promote publication or literature including monographs, journals act:
 - (iv) To establish and maintain a library to cater to the needs of various organizations:
 - (v) To give recognition and to otherwise assist approved literary associations:
 - (vi) To award scholarships and prizes to deserving men of literature:
 - (vii) To accord recognition to poets, writers, dramatists act. For outstanding achievements:
 - (viii) To encourage and foster the revival and development of literature:
 - (ix) To promote the study of literature in the regional languages and to organize surveys of and to encourage surviving indigenous men of literature.
 - (x) To foster cultural contacts within the country and also with other countries through exchange of personnel.
 - (xi) To encourage popularization of literature of Hindi, Punjabi, Urdu and English in the State.

- (xii) To encourage or to arrange translation of outstanding literary works from English into local languages and vice-versa.
- (xiii) To publish or to assist organizations and individuals in publishing outstanding literary works including biographies, encyclopedias, act. In the local languages.
- (xiv) To provide a forum for the integration of the state by arranging Seminars and symposia on topics of Language literature.
- (xv) To maintain liaison with Sahitya Akademi, New Delhi and other literary organization in the neighboring states.
- (xvi) To do all other things which may be required in order to further the objectives of Sahitya Akademi.

RULES AND REGULATION:-

These rules may be called rules and regulations of Chandigarh Sahitya Akademi

4. OFFICERS FO THE ADADEMI:-

- (i) Chairman:
- (ii) Vice-chairman:
- (iii) Financial Adviser
- (iv) Secretary

5. CHAIRMAN

The Chief Commissioner, Union Territory, Chandigarh or his nominee shall be the Chairman who shall hold office for a term of two years but shall be eligible for re-nomination. The Executive Board may, by resolution delegate to the Chairman such of its powers for conducting the administrative and financial business of the Akademi as it may do am fit, subject to the condition that action taken by the Chairman under powers so delegated shall be reported at the next meeting of the Executive Board. The chairman may delegate such of his powers as he may consider necessary to the Vice-chairman or to the Secretary.

6. VICE-CHAIRMAN

- (i) The vice-Chairman shall be nominated by the Chief Commissioner and shall hold office for a to of two years but shall be eligible for co-nomination.
- (ii) The Vice-chairman shall in the absence of two Chairman, for whatever reason, exorcise all the functions and powers of the Chairman.

7. FINANCIAL ADVISER

- (i) The Financial Adviser shall be appointed by the Chandigarh Administration and shall hold such office at the pleasure of the said Administration.
- (ii) The Financial Adviser shall generally advise the Akademi in all matters relating to the management of the properties, of the annual estimates and statements of accounts and the expenditure of funds for the purposes for which they have been granted or allotted.

- (iii) In order to ensure efficient management of this finance of the Akademi, the Financial Adviser shall have the following powers and functions, namely:-
 - a. To examine and scrutinize the budget of the Akademi prepared by the Secretary.
 - b. To consider all proposals for new expenditure.
 - c. To consider the audit report.
 - d. To receive the finances of the Akademi from time to time.
 - e. To give advice on any financial question effecting the Akademi either on his own initiative or at the instance of the Secretary.

8. SECRETARY

- (i) The Secretary shall be the Principal Executive Officer of the Akademi and shall be appointed by the Executive Board for one year and on such terms and conditions as the Executive Board may determine.
- (ii) The Secretary shall be the ex-office Secretary of the General Council or the Executive Board and shall also be a member of these authorities:
 - a. To be the condition of the records such other property of the Akademi as the Executive Board may commit to his charge.
 - b. To conduct the official correspondence on behalf of the authorities of the Akademi.
 - c. To issue all notices convening meetings of authorities of the Akademi and of all committees appointed by any of these authorities.
 - d. To keep the minutes of all meetings of the authorities of the Akademi and of all committees appointed by any of these authorities.
 - e. To maintain accounts of the Akademi.
 - f. Subject to the central of the Executive Board to prepare annual estimate and statements of accounts for their presentation to the Executive Board and General Council.
 - g. Subject to the powers of the Executive Board, to be responsible for seeing that all moneys are expended on the purposes for which they are granted or allotted
 - h. To sign all contracts and assurances of property made on behalf of the Akademi after the same have been approved by the Executive board.

9. AUTHORITIES OF THE AKADEMI

The following shall be the authorities of the Akademi.

- a. General Council.
- b. The executive Board
- c. The Financial Committee
- d. Any other Standing Committee or Committees which the General Council or the Executive Board may set up for discharging any one or more of their function.

10. GENERAL COUNCIL

- A. The General Council shall have a term of two year and consist of the following namely.

- (i) Chairman
 - (ii) Vice-Chairman
 - (iii) Financial Adviser (nominee of the U.T. Administration).
 - (iv) Administrative Secretary of the Department of education, Union Territory of Chandigarh or his nominee.
 - (v) Hands of the Department of Hindi, Punjabi, English, Sanskrit, Panjabi University, Chandigarh.
 - (vi) Two representatives of the Department of Education of the Union Territory of Chandigarh.
 - (vii) One representative of the Department of Public Relations and Cultural Affairs of the union Territory.
 - (viii) Writers, scholars not excluding ton. In number to be recommended by the General Council.
 - (ix) One member each to be nominated by Sahitya Akademi, Punjabi Sahitya Akademi and Hindi Granth Akademi.
- B. If any vacancy occurs in the General Council, Executive Board or Finance Committee due to any person ceasing to be a member thereof, no proceedings of the General Council Executive Council or Finance Committees as the once may be till they said vacancy has been filled up shall be rendered invalid.
- C. Should any member of the Akademi was has been nominated by the Chandigarh Administration ex-officio be ore vented from atoning a meeting of the Akademi or the Executive Board, he shall be it liberty to appoint an authorized a represent to take his along at that meeting of the Akademi or the Board as the case may be and such representative shall have all the rights and privileges of a member of the Akademi or of the Board except the right to vote for that meeting only.

11. FUNCTION OF THE GENERAL COUNCIL

The General council shall have the following function and powers, namely.

- A. The elect members of the Executive Board in accordance with rules of procedure of the Executive Boards.
- B. To approve the annual budget of the Akademi drawn up by the Executive Board.
- C. To appoint auditors.
- D. To elect, on the recommendation of the Executive Board. Eminent outstanding writers eminent literary critics, eminent scholars or these who have rent oral outstanding service to the cause of literature, as follows of the Akademi by a majority of at least three fourth of the members present and voting provided that the member shall at no time exceed 10.
- E. To grant recognition on the recommendations of the Executive Board to organizations and institutions rendering useful service to literature.
- F. To consider an approve programmers proposed by the Executive Board.

- G. To from its regulations by laws and rules of procedure.
- H. To lay down the rules and regulations for registration of writers and literary organizations.
- I. To do any other such acts as may be necessary for the maintenance of the organization and performance of the functions of the Akadami.

12. MEETINGS OF THE GENERAL COUNCIL

The General Council shall normally meet once a year at the headquarters of the Akademi an date and time to be fixed of the Executive Board 15 days clear notice required for such meeting.

Extra-ordinary meeting of the General Council may be called at the headquarters of the Akademi at any other time by the Chairman of the Executive Board on its own initiative or at the written request of not less than two-third of the total number of members of the General Council.

Every meeting of the General Council of the Akadami shall be presided over by the Chairman, in his absence by the Vice-Chairman and in the absence of both, by a member chosen by the members present on the occasion.

13. EXECUTIVE BOARD

The Executive Board shall consist of the following members namely:-

- (i) Chairman
- (ii) Vice-Chairman
- (iii) Secretary Department of Education, U.T Chandigarh.
- (iv) Financial Adviser.
- (v) Two Members to be elected by the Chandigarh Administration from amongst their nominees in the General Council.
- (vi) Two members to be elected by the General Council from.
- (vii) Secretary of the Akademi.

14. FUNCTIONS OF THE EXECUTIVE BOARD

The Executive Board shall have the following functions and powers namely:-

1. To be responsible for the supervision and control of the work of the Akademi
2. To prepared the programmers of the Akademi for the consideration and approval of the General council.
3. To draw up the annual budget of the Akademi subject to the total financial limits prescribed by the finance Committee, to be submitted for the approval of the General Council.
4. To prepare the annual report and accounts of the Akademi for the Consideration of the General council.
5. Subject to the provision of item of (5) of paragraph 11 of this constitution to consider and propos to the General Council names of eminent writers and others for election is follows of the Akademi.

6. To incur all expenditure subject to the provision of the approved budget, the rules prescribed from time to time and policy directives of the General Council.
7. To consider and propose to the General Council names of important literacy organizations and institutions deserving recognition by the Akademi.
8. Subject to the budgetary limits and policy directive if any of the General Council to grant financial assistance to organizations and institutions recognized by the Akademi.
9. To nominate a member of the Finance Committee in Accordance with item (4) of paragraph 16 of this Constitution.
10. To nominate a person or persons to represent the Akademi in national and international conference or organizations.
11. Subject to the provision of their rules and regulations to do any and all such other facts may in its opinion be necessary for the proper management of the affairs of the Akademi.

15. MEETING OF THE EXECUTIVE BOARD

The Executive board shall ordinarily meet on a date and place fixed by the Chairman at least-once in a quarter. Seven days notice shall be given for any such meeting.

16. FINANCE COMMITTEE

The Finance Committee shall consist of the following members namely:-

1. The Vice-Chairman of the Akademi shall be the Chairman of The finance Committee.
2. Financial Advisor.
3. One member of the Chandigarh Administration not necessary from amongst the members of the General Council.
4. One representative of Executive Board, who shall be nominated by the Board from among its members.
5. Secretary.

17. FUNCTIONS OF THE FINANCE COMMITTEE

The Finance Committee shall consider the budget estimates of the Akademi make recommendations there on the Executive Council and prescribe the total limits for expenditure within a financial year.

18. GENERAL

(1) Any rule made or decision taken by the General Council or by any authority of the Akademi except where the authority acts in accordance with its powers and functions as defined in the constitution may be amended or set aside by the General Council.

(2) The General Council may by a majority of not less than three-fourth of the members present and voting request the Chandigarh Administration to decide but the decision of the Chandigarh Administration there shall be final.

QUORUM

One-third members of the Akademi shall constitute a quorum at my meeting of the general Council of the Akademi. Three members shall form the quorum of the Executive Board. In case of difference of opinion among the members, the opinion of the majority shall prevail. Each member of the Akademi including the Chairman shall have one vote and if there be jauntily of votes on any issue to be determined by the Akademi the Chairman shall have a costing vote.

OPERATION OF ACCOUNTS

The funds of the Akademi shall be deposited into the account of the Akademi with the approved bank and shall only be withdrawn by Cheque signed by any two of the three persons nominated by the General Council, to apart the account.

The accounts of the Akademi shall be audited annually by the auditors appointed for the purpose by the General Council.

CHANDIGARH SANGEET NATAK AKADEMI
MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be the Chandigarh Sangeet Natak Akademi.
2. The registered office of the Society shall be at Chandigarh.
3. The objects of the Society shall be as follows:-
 - 1) To encourage and assist production of new plays by awarding prizes and distinctions.
 - 2) To promote research in the fields of India an music, dance and drama and for this purpose to establish a library and a museum etc.
 - 3) To give recognition to and otherwise assist outstanding theatrical organization.
 - 4) To encourage the development of amateur aromatic activity, Children's theatre and the rural theatre in its various forms.
 - 5) To award prizes and distinctions and to give recognitions to individual artistes outstanding achievements in the fields of music dance and drama.
 - 6) To give recognition and to otherwise assist approved art associations.
 - 7) To encourage the establishment of there centers.
 - 8) To grant affiliation to educational institutions imparting training in music dance and drama in accordance with its regulations.
 - 9) To encourage the setting up of institutions providing training in the art of theatre, including institutions in actor training study of stage crafts and production of plays.
 - 10) To publish literature on Indian music, dance and drama including reference works such as an illustrated dictionary or handbook of technical terms.
 - 11) To revive and serve folk music folk dance and folk drama in different of the country and encourage the development of community music, material music and other types of music.
 - 12) To take suitable steps for the maintenance of proper and adequate to standards of education in music dance and drama and with that object, to organize research in the teaching of the said subject.
 - 13) To foster cultural contacts between the different regions of the country and also with other countries in the fields of music dance and drama.
 - 14) To maintain a fund or funds to which shall be credited
 - i) All grants received from the central Govt. and the Administration and Chandigarh Arts Council.
 - ii) All financial aids received from any other source in my other manner.
 - 15) To accept monetary grants securities of any kind on such terms as may be expedient.
 - 16) To require by gift, purchase exchange, lea spare or otherwise how source any property movable which may be necessary or convenient for the purpose of the Akademi and to build construct, improve, alter, demolish and repair such

buildings works and construction as may be necessary for quarrying out the objectives of the Akademi.

- 17) To sell, lease, exchange, hire other wise transfer all or any portion of the property movable and immovable of the Akademi provided that prior approval in writing of the Chandigarh administration is obtained for the transfer of immovable property.
 - 18) To invest and with any moneys and securities of the Akademi not immediately required for any of its activities in such a manner was may be provided by the rules and regulations of the Society as may from time to time be determined.
 - 19) To draw, make accept endorse and discount cheques notes or other negotiable instruments.
 - 20) To issue appeals for funds in rurt herance of the objectives of the Akademi and undertake management of any endowments, trusts, funds or donations not inconsistent with the objects of the Akademi.
 - 21) To create any reserve funds, sinking fund, Insurance Fund or any other funds whether for depreciation or for repairs improving extending or maintaining any of the properties or rights of the Akademi and or for recumbent of wasting assets and or any other purposes for which the akademi deems it expedient or proper to create or maintain any such fund or Funds.
 - 22) To borrow and raise money with or without security or on the security of a mortgage charge or hypothecation or pledge of al or any of the movable or immovable properties belonging to the Akademi or in any other manner whatsoever provided the prior approval in the writing of the Chandigarh Administration is obtained in that behalf.
 - 23) To create administrative technical, ministerial and other posts under the Akademi and to make appointments there to in accordance with the Rules and Regulations of the Akademi
 - 24) To make rules and regulations and bye-laws for the conduct of the affairs of the Akademi and to add to amend vary or rescind from time to time with the approval of the chandigarh Administration.
 - 25) To do all such other acts and things either alone or in conjunction with other organization or persons as the Akademi may consider necessary, incidental or conductive to the attainment of the above said objective.
- 4 The names, addresses and occupations of the first members of the Akademi to whom by the rules of the Akademi the manage.

Name

Address

Occupation

- 5 All property of the Akademi movable and immovable shall vest in the Executive committee.

6. The income and property of the Akademi however derived, shall be applied towards the promotion of the objects as set forth in this memorandum of Association, subjects, never the less in respect of the expenditure of grants made by the Chandigarh Administrations to such limitations as the govt. of India may from time to time impose. No portion of the income and property of the Akademi shall be paid or transfer directly or indirectly by way of dividends bonus or otherwise howsoever by way of profit to persons who at any time are or have been members of the Akademi them or any of them, provided that nothing here in shall prevent the payment in good faith of remuneration to any member or other person in return for service hindered to the Akademi or for traveling allowance halting allowance and to other similar charges.
7. If on the winding up or dissolution of the society there shall remain after the satisfaction of all its debts and liabilities, any property what ever the same shall not be paid to or distributed among the members of the society or any of them, but shall be dealt with in the manner provided by section 13 and 14 of Act of 1860.
8. A Copy of the rules and Regulations of the Akademi certified to be correct by three members of the Executive committee is filed with the Registrar of the Companies, Chandigarh along with the Memorandum of Association.

SANGEET NATAK AKADEMI **RULES AND REGULATION**

1. Short Title

These Rules and Regulations may be called Rules and Regulation Chandigarh Sangeet Natak Akademi

2. Definitions

In these Rules and Regulations unless the context otherwise requires.

- i) The Akademi shall mean the Chandigarh Sangeet Natak Akademi
- ii) The General Council shall mean the entire body of members constituting the Chandigarh Sangeet Natak Akademi.
- iii) The Committee shall mean the Executive Committee constituted as such under these Rules,
Word importing the singular number only include the plural number and vice-versa.
Word importing the masculine gender also include the female gender.

3. Member of the Akademi

The Akademi Shall consist of the following members herein after collectively referred to as the General Council namely:-

9. Chairman Chief commissioner or his nominee.
10. Administrative Secretary of the Deptt. of culture or his nominee.
11. Financial Advisor to be appointed by the Chandigarh Administration.
 - i) Five persons nominated by the Chandigarh Administration.

- ii) One person each nominated by State Akademi or Cultural affairs Departments of Punjab Haryana and Himachal Pradesh
 - iii) One representative of the Ministry of Education of Information and Broadcasting to be nominated by the Govt. of India.
 - iv) One representative from each of the two Akademies, Lalit Kala Akademi .
 - v) One representative from each of the two Akademies, namely, the Sahitya Akademi and Lalit Kala Akademi.
 - vi) Up to twelve persons to be co-opted by the members mentioned in item to above in consultation with organization in the fields of music, dance and drama recognized by the Akademi for this purpose in accordance with the rules to be framed by the Akademi provided that the rules should be so framed to ensure where ever possible the representation.
- a. Not less than two persons with adequate knowledge of Hindustani music.
 - b. Not less than two persons with adequate knowledge of dance.
 - c. Not less than two persons with adequate knowledge of drama.
 - d. Provide that all members except where otherwise provided, shall such member or a period of three years.

4. Poll of Members.

The Akademi shall keep a roll of members giving their addresses and occupations and every members shall sign the same. If a member of the Akademi changes his address he shall notify his name address to the members. If the member fails to notify his new address in the roll of members shall be deemed to be his address.

5. Officers of the Akademi.

The following shall be the officers of the Akademi namely.

- i) Chairman shall be the Chief commissioner or aids nominee.
- ii) Vice Chairman Shall be nominated by the Chief Commissioner.
- iii) Administrative secretary of the Department of Culture or his nominee.
- iv) Financial Adviser to be appointed by the Chandigarh Administration.
- v) Secretary director Cultural Affairs shall be the ex-office
- vi) Secretary of the Akademi.

6. Chairman

The Executive Committee may by a resolution Relegate to the Chairman such office powers for the Conduct of the business of the Akademi as it may deem fit, subject to the condition that be reporter at next meeting of the Executive Committee.

- a. The Chairman may delegate such of his powers as he may consider necessary to the vice Chairman or to the Secretary.

7. Vice Chairman

Vice Chairman shall be nominated by the chief Commissioner and shall hold office. For three year.

The Vice Chairman shall in the absence of vice chairman for whatever rename exercise all the functions and powers of the Chairman.

8. Financial Advise

The Financial Advisor shall be appointed by the Chairman and shall hold office at pleasure of the Administration.

The Financial Adviser shall generally advice the Akademi in all matters relating to the management of the properties and investments account and expenditure of funds for the purpose for which they have been granted or allotted.

In their to ensure efficient management of the Finances of the Akademi the Financial Adviser shall have the following powers and functions namely.

- i. To examine and scrutinize the budget of the Akademi prepared by the Secretary.
- ii. To consider all proposals for new expenditure.
To consider the audit report.
- iii. To revise the finances of the Akademi from time to time.
- iv. To give advice on any financial question affecting the Akademi either on his own instinctive or at the instance of the Secretary or any of the bodies of the Akademi.

(j) Secretary

- 1.) The Secretary shall be the Principal Executive officer of the Akademi
- 2) The Secretary shall be the Ex-office Secretary of the General council the Excutive Committee, the Finance Committee and all other or The Executive Committee.
- 3) It shall be the duty of the Secretary.

To be the custodian of the records and such other property of the Akademi as the Executive Committee may commit to his charge.

- i. To conduct the official correspondence or behalf of the authorities of the Akademi
- ii. To issue all notices convening meetings of the authorities of the Akademi and of all committees appointed by any of those authorities.
- iii. To keep the minutes of all meetings of the authorities of the Akademi and off all Committees appointed by any of those authorities.
- iv) To maintain accounts of the Akademi

- v) Subject to the control of the executive Committee to manage the property and investments of the Akademi and he responsible for the preparation of the annual estimates and statements of accounts and for their presentation to the Executive Committee and the General Council.
- vi) Subject to the powers of the Executive Committee to be responsible for seeing that all moneys are expended on the purposes for which they are granted or allotted.
- vii) To sign all contracts and assurances of property made on behalf of the Akademi after the same have been approved by the Executive Committee.
- viii) To exercise such other powers as may be assigned to him by the Executive Committee or the General Council.
- ix) The receipt of the Secretary or the Person duly authorized in this behalf by the Executive Committee for any moneys paid into the Akademi shall be sufficient discharge for the same.

AUTHORITIES OF THE AKADEMI

The following shall be the authorities of the Akademi.

- ii. General Council.
- iii. The executive Board
- iv. The Financial Committee
- v. Any other Standing Committee or Committees which the General Council or the Executive Board may set up for discharging any one or more of their function.

(k) General Council

The General Council shall have the following powers and functions, namely.

- i) To elect members of the Executive Committee in accord and with paragraph
- ii) To approve the annual budget of the drawn up by the Executive Committee
- iii) To nominate the auditors.
- iv) To elect, by a majority of at least three fourths of the members present and voting artistes of outstanding merit in the fields of music, dance and drama or such persons as have rendered outstanding service to the cause of music dance and drama through, their scholarship research or original contributions as follows of the Akademi provided they have been provided further the number of follows shall at no time exceed.
- v) To elect by a majority of at least three fourths of the members present and voting such persons as have rendered distinguished service to Indian

music dance drama as Associate fellows of the Akademi provided that the number of associate fellows shall at no time exceed 60 and provided further that they have been recommended for election by the Executive committee.

- vi) To consider and approve programmes and secret projects proposed by the Executive committee.
- vii) To frame its regulations by laws and rules of procedure.
- viii) Subject to the provisions of these rules to do any and all such other acts as may be necessary for the maintenance of the organization and performance of the functions of the Akademi.
- ix) In the discharge of its functions the General Council shall be guided by such directions on questions of policy as may be given to it by the Chandigarh Administration. The decision of the Chandigarh Administration as to whether a question is or is not one of policy shall be final.

13. Executive committee.

The General Superintendence, direction and control of the affairs of the Akademi shall be vested in the Executive committee of the Akademi.

14. The Executive Committee of the Akademi for the purpose of Act 21 of 1960 shall at the date of registration of the Society consist of the members whose names are set out in (clause 4 of the Memorandum of Association) and thereafter as soon as the necessary elections, appointments and nominations have taken place shall consist of the following namely.

- a. Chairman
- b. Vice-Chairman
- c. Secretary, Department of Education, U.T Chandigarh.
- d. Financial Adviser.
- e. Two Members to be elected by the Chandigarh Administration from amongst their nominees in the General Council.
- f. Two members to be elected by the General Council from.
- g. Secretary of the Akademi.
- h. Provided that if any member of the Executive committee ceases to be a member of the General Council he shall automatically cease to be a member of the Executive Committee.

Note. It would be ensured that 5 persons out of nine in the executive committee shall be closely associated with the performing arts,

15. The Executive committee shall have the following powers and functions, namely,

- i) To exercise the executive authority of the Akademi subject to policy directives of the General Council.
- ii) To be responsible for the supervision and control of the work of the Akademi and of its offices.
- iii) To consider and prepare programmes of the Akademi and specific projects for the consideration and approval of the General Council.
- iv) To draw up the annual budget of the Akademi subject to the financial limits prescribed by the Finance Committee to be submitted for approval of the General Council.

- i. To prepare the annual report and accounts of the Akademi for the Consideration of the General Council.
- j. To consider and propose to the General Council names for election as fellow and associate fellows of the Akademi.
- k. Subject to the approval of the General Council to incur expenditure on the establishment as a whole to create such posts as it may consider necessary for carrying on the work of the Akademi and to permeable the terms and conditions of appointment to these posts, provided that only the posts the maximum pay of which exceeds Rs. 2,000/- per month may be orated and filled with the approval of the Govt. of India.
- l. To incur all expenditure subject to the provision of the approved budget the rules prescribed from time to time and policy directives of the General Council.
- m. To appoint the secretary of the Akademi and other matters of the staff except those the power to appoint whom is delegated to the secretary.
- n. To consider and propose to the General Council of important organizations and institutions working in the fields of music, dance and drama, which are deserving of recognitions by the virtue of their benefited character and important institution to the promotion of any of these arts.
- o. Subject to the limits of the budget and the policy directives, if any of the General council to grant financial or other assistance to cultural orientations and institutions in the fields of dance drama and music.
- p. To prescribe the terms and conditions of service in respect of all posts under the control of the Akademi.
- q. To elect one representative to the finance Committee in according with clause 16(iv)
- r. Subject to the provisions of these rules and regulations to do any and such other act as may in its opinion be necessary for that proper management of the affairs of the Akademi.

16.FINANCE COMMITTEE

The Finance Committee shall consist of the following members namely:-

1. The Vice-Chairman of the Akademi shall be the Chairman of The finance Committee.
2. Financial Advisor.
3. One monies of the Chandigarh Administration not necessary from amongst the members of the General Council.
4. One representative or Executive Board, who shall be nominated by the Board from among its members.
5. Secretary.

17. The Finance Committee shall consider the budget estimates of the Akademi make recommendations there on the Executive Council and prescribe the total limits for expenditure within a financial year.

18. The Meeting of the general Council and the Executive Committee the General council of the Akademi shall ordinarily meet once in every calendar year ata place and on a date to be fixed by the Chairman. A special meeting of the General Council may be called at any other time by

the Executive committee or by the Chairman either on his own initiative or at the request of not less than two their is of the members of the General council.

19. QUORUM

One third members of the Akademi shall institute a quorum at any meeting of the General council the Akademi.

20. In case of difference of opinion among the members the opinion of the majority shall prevail.

21. Each member of Akademi including the Chairman, shall have one vote and if there be equality of votes on any question to be determined by the Akademi the Chairman shall in addition have and exercise a casting vote.

22. Every meeting of the General Council of the Akademi shall be presided over by the Chairman, in his absence, by the Vice chairman and in the absence of both by a member chosen by the members present on the occasion .

23. The Executive Committee shall meet on a date and place, fixed by the Chairman ordinarily at least once in very six months seven days notice shall be given of any such meeting.

24. Three member of the Executive Committee present shall constitute quorum at any meeting of the Committee in case of differences.

25. Every meeting of the committee shall be presided over by to Chairman and in his absence by the Vice chairman and in the absence of both by a member chosen by the members present on the occasion,

26. Should and member of the Akademi who has been nominated by the Chandigarh Administration ex-office be prevented from attending a meeting of the Akademi or the Executive Committee be shall beat liberty to appoint and authorize a representative to take his place at that meeting of the Akademi or the Committee case may be and such representative shall have all the rights.

VACANCIES

27 Where a member of the Akademi has been appointed or nominated by reason of the office he holds his membership shall terminate when he case to hold that office.

28. A member of the Akademi shall cease to be a member if he shall dies resigns become of unsound mind has been adjudged insolvent or be convicted of a criminal offence involving moral turpitude or accepts a full time appointment on the staff of the Akademi fails to attend three consecutive meetings of the Akademi without leave of the Chairman.

A member of the Executive Committee or the Finance Committee or any other body of the Akademi shall cease to be a member of such a body if he fails to attend three consecutive meeting there of without leave of the Chairman concerned.

29. Any member of the Akademi including the ex-office members may reign his office by a letter dressed to the chairman and such resignation shall take affect from the date is accepted by the Chairman.

30. Any vacancy in the General council in the group of 12 persons co-opted under Rule 4 or in the group of eight eminent persons co-opted under Rule may be filled up by the Executive Committee in consultation with the remaining members of the group concerned and the matter reported at the next meeting of the General council. Any other vacancy in the General council shall be filled up by appointment or nomination by the respective authority entitled to make such

appointments to nomination. The term and office of a member so appointed nominated or co-opted shall continue only for the remainder of the term of the member in whose place he has been appointed nominated or co-opted.

31. Any vacancy in the Executive committee or in the Finance Committee in the group of member elected by the General council may be filled up by the remaining members of the Executive Committee by election from among the members of the General Council. Any other vacancy in the executive committee or in the finance committee shall be filled up by appointment nomination or election by the respective authority entitled to make such appointment nomination or election. The term and office of a member so appointed or nominated or elected shall continue only for the remain of the term of the member in whose place he has been appointed nominated or elected.

32. The General council or the Executive committee shall function not with standing any vacancy there in and notwithstanding any effect in the appointment, nomination cooption or election of any member and no act or proceeding of the General council. If the Executive committee shall be nullified namely by reason only of the Existence of any vacancy therein or any defection the appointment nomination cooption or election of any member.

33. Any business which may be necessary for the general council or the Executive committee to perform may be carried out by circulation among all its members in circulation shall be effectual and binding as if such resolution had been passed by a meeting the Akademi or the committee.

34. The Executive Committee may be resolution appoint sub committee for such purposes and with such power as the Committee may think fit with power coopt provided that incases of emergency, the Chairman Shall have the power to appoint such sub-committee.

35. The committee bay be resolution delegate to a committee or the chairman such of its powers for the conduct of the business of the Akademi as it may deem fit subject to the condition that action taken by any committee or the chairman under the powers delegated to them by this rule shall be placed for confirmation at the next meeting of the committee.

36. The Akademi shall prepare accounts and shall submit annually within six months of the closing of the previous financial year to the central govt. A report on the working of the Akademi in the previous year together with an audited statement of accounts showing the receipts and expenditure in the previous year.

37. Any rule made or decision taken by the Executive Committee other authority f the Akademi may be amended or aside any other authority of the Akademi may be amended or set aside by the General Council,

38. The Executive Committee Shall have the power to make bye-laws for the regulations of the procedure of them things of the General Council of the Executive Committee, of the several committees in the appointment in accordance with the rules above mentioned.

39. Subject to the provisions of the Societies Registration Act 1860, and subject to the prior approval of the Chandigarh Administration the General Council may alter, extend or abridge any purpose or purposes for which the Akademi is established.

40. Subject to the approval of the Chandigarh Administration General Council may alter the Rules and Regulations of the Akademi at any time by a resolution passed by a majority of three fourths of the members present and voting at any meeting of the General Council which shall have been convened for the purpose after giving due notice of such resolution to the members of the General Council

41 The Executive Committee shall provide a seal, also provide its safe custody and the seal shall never be used except by the authority of the Executive Committee previously given and one member of the Executive Committee shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the Secretary or by some other person.

Appointed by the Executive Committee.

The Akademi shall be a corporate body shall have the perpetual seal may sue and be sued in its corporate name.

OPERATION OF ACCOUNTS

The funds of the Akademi shall be deposited in a bank approved by the Akademi and shall be operated under the signatures any two of the three persons appointed by the Akademi for their purpose.

LALIT KALA AKADEMI, CHANDIGARH

CONSTITUTION

MEMORANDUM OF ASSOCIATION

1. CONSTITUTION:-

Whereas it is considered expedient to establish an organization to foster and co-ordinate activities in the sphere of visual and plastic arts, it is hereby resolved that an Akademi of Art, to be called "Lalit Kala Akademi", shall be established.

2. HEDQUARTERS:

The headquarters of the Akademi shall be at Chandigarh.

3. ORGANISATION AND FUNCTION:

- A. The Akademi shall be a corporate body, shall have perpetual seal and may sue and be sued in its corporate name.
- B. It shall be registered under the Societies Registration Act 1860 as a Non Profit making body
- C. Finances of the Akademi shall comprise of:-
 - ii. Grants in aid
 - ii) Money raised from other sources such as donations advertisements, sales, entry fees etc. or any other source or mode approved by the Executive Board from time to time.
- D. It shall have the following powers and functions, namely
 - (i) To encourage and promote study and research in the fields of painting, sculpture and architecture and applied arts
 - (ii) To promote co-operation among artists and art associations and to encourage the establishment and development of such associations.
 - (iii) To publish and to promote publication of literature on art, including monographs, journals Act albums etc .
 - (iv) To establish and maintain a library catering to the needs of various organizations and covering both Indian and foreign art.
 - (v) To award scholarships and prizes to deserving artists.
 - (vi) To give recognition and to otherwise assist approved art associations.
 - (vii) To accord recognition to artists for outstanding achievements.
 - (viii) To encourage and foster the revival and development of folk art,
 - (ix) To promote the study of traditional art and craft techniques and to organize surveys of and to encourage surviving indigenous craftsman, painters and cultures.
 - (x) To foster cultural contacts within the country and also with other countries through art exhibitions exchange of personnel and art objects etc.

RULES AND REGTULATIONS

Short Title: These rules may be called Rules and Regulations of Chandigarh Lalit Kala Akademi.

4. OFFICERS OF THE AKADEMI

The following shall be officers of the Akademi, namely:-

- (a) Chairman
- (b) Vice Chairman
- (c) Financial adviser
- (d) Secretary

5. CHAIRMAN

The Chief Commissioner, Chandigarh Administration or his nominee shall be the Chairman who shall hold office for a term of two year but shall be eligible for the nomination. The Executive Board may by a resolution delegate to the Chairman such of its powers for conducting the administrative and financial business of the Akademi as it may deem fit, subject to the condition that action taken by the Chairman under so delegated shall be reported at the next meeting of the Executive Board. The Chairman may delegate such of his powers as he may consider necessary to the Vice-chairman to the Secretary.

6. VICE CHAIRMAN

The VICE Chairman shall be nominated by the Chief Commissioner and shall hold office for a term of two year but shall be eligible for recombination.

The Vice chairman shall in the absence of the Chairman exercise all the functions and powers of the Chairman.

7. FINANACIAL ADVISER

1. The Financial Adviser shall be appointed by the Chandigarh Administration and shall hold such office at the pleasure of the said Administration.
2. The Financial Adviser shall generally advise the Akademi in all matters relating to the management of the properties of the annual estimates and statements of accounts and the expenditure of funds for the purposes for which they have been granted or allotted.
3. In order to ensure efficient management of the finance of the Akademi the financial Adviser shall have the following powers and functions namely

- a) To examine and scrutinize the budget of the Akademi prepared by the Secretary
- b) To consider all proposals for new expenditure.
- c) To consider the audit report.
- d) To receive the finances of the Akademi from time to time.
- e) To give advice on any financial question effecting the Akademi either on his own initiative or at the instance of the Secretary.

8. SECRETARY

- A. The Secretary shall be the Principal Executive Officer of the Akademi and shall be appointed by the Executive Board for one year and on such terms and conditions as the Executive Board may determine.
- B. The Secretary shall be the ex-office Secretary of the General Council or the Executive Board, Finance Committee and other Committees which may be set up by the Chairman, the General Council or the Executive board and shall also be a Member of these authorities.

- (a) To be the condition of the records such other property of the Akademi as the Executive Board may commit to his charge.
- (b) To conduct the official correspondence on behalf of the authorities of the Akademi.
- (c) To issue all notices convening meetings of authorities of the Akademi and of all committees appointed by any of these authorities.
- (d) To keep the minutes of all meetings of the authorities of the Akademi and of all committees appointed by any of these authorities.
- (e) To maintain accounts of the Akademi.
- (f) Subject to the central of the Executive Board to prepare annual estimate and statements of accounts for their presentation to the Executive Board and General council.
- (g) Subject to the powers of the Executive Board, to be responsible for seeing that all moneys are expended on the purposes for which they are granted or allotted
- (h) To sign all contracts and assurances of property made on behalf of the Akademi after the same have been approved by the Executive board.

9. AUTHORITIES OF THE AKADEMI

The following shall be the authorities of the Akademi.

- (a) General Council.
- (b) The executive Board
- (c) The Financial Committee
- (d) Any other Standing Committee or Committees which the General Council or the Executive Board may set up for discharging any one or more of their functions.

10. GENERAL COUNCIL

The General Council shall have a term of two year and consist of the following namely.

- (i) Chairman
- ii) Vice-Chairman.
- iii) Administrative Secretary of the Deptt. Of Culture (UT) or his nominee:
- iv) Financial Adviser Nominee of the UT Administration.
- v) Nominee of the Govt. Museum and Art Gallery, Chandigarh
- vi) Principal, Govt. College of Art.
- vii) Principal, Chandigarh College of Architecture, Chandigarh.
- viii) Head of the Deptt. Of the Deptt. of Fine Arts, Panjab University, Chandigarh.
- ix) One representative of the Deptt. Of Education of the U.T.
- x) One representative of the Deptt. Of Public Relations and cultural Affairs, of the U.T.
- xi) Artists/Art Critics not exceeding 10 in number to be recommended by the General Council.
- xii) Two public men to be nominated by the Chief Commissioner, Chandigarh Union Territory.

1. If any vacancy occurs in the General Council, Executive Board or Finance Committee due to any person ceasing to be a member thereof, no proceedings of the General Council Executive Council or Finance Committees as the once may be till the said vacancy has been filled up shall be rendered invalid.
2. Should any member of the Akademi was has been nominated by the Chandigarh Administration ex-officio be ore vented from atoning a meeting of the Akademi or the Executive Board, he shall be it liberty to appoint an authorized a represent to take his along at that meeting of the Akademi or the Board as the case may be and such representative shall have all the rights and privileges of a member of the Akademi or of the Board except the right to vote for that meeting only.

11. FUNCTIONS OF THE GENERAL COUNCIL

The General council shall have the following functions and powers namely:

- a) To elect meners fo the Executive Board in accordance with paragraph 13 (vi) and prescribe the rules of procedure of the Executive Board.
- b) To approve the annual budget of the Akademi drawn up by Executive Board.
- c) To appoint auditors.
- d) To elect on the recommendation of the Executive Board, eminent outstanding artists or eminent art critics eminent art historians or those who have rendered out standing service to the cause of art, as Fellows of the Akademi by a majority of at

least, three fourth the members present and voting provided the number shall at no time exceed 5.

- e) To grant recognition on the recommendations of the Executive Board to organizations and institutions rendering useful, service to art.
- f) To consider and approve programmers proposed by the Executive board.
- g) To frame its regulations, by-laws and rules of procedure
- h) To lay down the rules and regulation for registrations.
- i) To do any other such acts as may be necessary for the maintenance of the organization and performance of the functions of the Akademi.

12. MEETINGS OF THE GENERAL COUNCIL

The General Council shall normally meet once a year at the headquarters of the Akademi an date and time to be fixed of the Executive Board 15 days clear notice required for such meeting.

Extra-ordinary meeting of the General Council may be called at the headquarters of the Akademi at any other time by the Chairman of the Executive Board on its own initiative or at the written request of not less than two-third of the total number of members of the General Council.

Every meeting of the General Council of the Akademi shall be presided over by the Chairman, in his absence by the Vice-Chairman and in the absence of both, by a member chosen by the members present on the occasion.

13. EXECUTIVE BOARD

The Executive Board shall consist of the following members namely:-

- A. Chairman
- B. Vice-Chariman
- C. Secretary Department of Education, U.T Chandigarh.
- D. Financial Adviser.
- E. Two Members to be elected by the Chandigarh Administration from amongst their nominees in the General Council.
- F. Two members to be elected by the General Council from.
- G. Secretary of the Adademi.

14. FUNCTIONS OF THE EXECUTIVE BOARD

The Executive Board shall have the following functions and powers namely

- b. To be responsible for the supervision and control of the work of the Akademi and of its office.
- c. To prepared the programmers of the Akademi for the consideration and approval of the General council.

- d. To draw up the annual budget of the Akademi subject to the total financial limits prescribed by the finance Committee, to be submitted for the approval of the General Council.
- e. To prepare the annual report and accounts of the Akademi for the Consideration of the General council.
- f. Subject to the provision of item of (5) of paragraph 11 of this constitution to consider and propos to the General Council names of eminent writers and others for election is follows of the Akademi.
- g. To incur all expenditure subject to the provision of the approved budget, the rules prescribed from time to time and policy directives of the General Council.
- h. To consider and propos to the General Council names of important literacy organizations and institutions deserving recognition by the Akademi.
- i. Subject to the budgetary limits and policy directive if any of the General Council to grant financial assistance to organizations and institutions recognized by the Akademi.
- j. To nominate a member of the Finance Committee in Accordance with item (4) of paragraph 16 of this Constitution.
- k. To nominate a person or persons to represent the Akademi in national and international conference or organizations.
- l. Subject to the provision of their rules and regulations to do any and all such other facts may in its opinion be necessary for the proper management of the affairs of the Akadami.

15. MEETING OF THE EXECUTIVE BOARD

The Executive board shall ordinarily most on a date and place fixed by the Chairman at least-once in a quarter. Seven days notice shall be given for any such meeting.

16. FINANCE COMMITTEE

The Finance Committee shall consist of the following members namely:-

1. The Vice-Chairman of the Akademi shall be the Chairman of The finance Committee.
2. Financial Advisor.
3. One monies of the Chandigarh Administration not necessary from amongst the members of the General Council.
4. One representative or Executive Board, who shall be nominated by the Board from among its members.

17. FUNCTIONS OF THE FINANCE COMMITTEE

The Finance Committee shall consider the budget estimates of the Akademi make recommendations there on the Executive Council and prescribe the total limits for expenditure within a financial year.

18. (1) Any rule made or decision taken by the General Council or by any authority of the Adademi except where the authority acts in accordance with its powers and functions as defined in the constitution may be amended or set aside by the General Council.

(2) The General Council may by a majority of not less than three-fourth of the members present and voting request the Chandigarh Administration to decide but the decision of the Chandigarh Administration there shall be final.

QUORUM

One-third members of the Akademi shall constitute a quorum at any meeting of the general Council of the Akademi. Three members shall form the quorum of the Executive Board. In case of difference of opinion among the members, the opinion of the majority shall prevail. Each member of the Akademi including the Chairman shall have one vote and if there be equality of votes on any issue to be determined by the Akademi the Chairman shall have a casting vote.

OPERATION OF ACCOUNTS

The funds of the Akademi shall be deposited into the account of the Akademi with the approved bank and shall only be withdrawn by Cheque signed by any two of the three persons nominated by the General Council, to operate the account.

The accounts of the Akademi shall be audited annually by the auditors appointed for the purpose by the General Council.