

# **RULES & REGULATIONS**

**OF**

## **INSTITUTE FOR NARCOTICS STUDY AND ANALYSIS**

1. INSTITUTE FOR NARCOTICS STUDY AND ANALYSIS hereinafter referred, as “Society” shall be governed by its Memorandum of Association and these Rules & Regulations.

### **APPLICATION OF THE ACT**

2. All the provisions of the Societies Registration Act (XXI of 1860) as extended to NCT of Delhi will apply to this Society.

### **3. DEFINITIONS**

In these Rules and Regulations unless there is something in the subject or context inconsistent therewith:

- (a) The Society means the **INSTITUTE FOR NARCOTICS STUDY AND ANALYSIS**.
- (ii) “Member” means the person or organisation who having been admitted to membership has not ceased to be a member in accordance with the Rules and Regulation of the Society.
- (iii) “Office Bearer” includes the President, the Secretary, the Treasurer and the Director.
- (iv) “President” means the President of the Society.
- (v)
- (vi) “Secretary” means the Secretary of the Society.
- (vii) “Treasurer” means the Treasurer of the Society.
- (viii) “Director” means the Director of the Society.
- (ix) “Governing Board” means the Governing Board of the Society.
- (x) “Managing Committee” means the Managing Committee of the society.
- (xi) “Membership Committee” means the Membership Committee of the Society.
- (xii) ‘Rules,’ or ‘Rules & Regulations’ means the Rules & Regulations of the Society as in force from time to time.
- (xiii) Words importing the singular number include the plural number and vice versa.
- (xiv) Words importing the masculine gender also include the feminine gender.

## **MEMBERSHIP :**

4. An individual or an organisation shall be entitled to apply to become a member of the Society.
5. An application for membership shall be made in writing on the application form prescribed by the Governing Board and shall be accompanied by the prescribed admission fee for the membership.
6. (a) The Governing Board may constitute a Membership Committee from amongst its members to deal with applications for membership and all matters relating to the membership of the Society. The Governing Board shall determine the term and constitution of the Membership Committee.  
  
(b) All applications for admission received by the Society shall be placed before the Governing Board/ Membership Committee, which shall consider the applications and may resolve to admit the applicant by a resolution passed by a simple majority of the members present and voting.  
  
(c) If the applicant is duly approved for admission, the Secretary shall notify him/it of the fact and the applicant shall be entitled to have his/its name entered in the Register of Members.
7. (a) The membership fee shall be determined by the Governing Board from time to time. For the time being it shall be Rs. 2000/-.  
  
(b) Annual subscription shall be determined by the Governing Board from time to time by passing a requisite resolution in this regard. For the time being it is fixed at Rs.500/-
8. The Society shall keep and maintain a register to be called “Register of Members” which shall contain the names and other particulars of its members.
9. At any general meeting of the members of the Society each member shall be entitled to cast one vote.
10. A member shall cease to be member of the Society, if,
  - (i) By notice in writing addressed to the Society he resigns from his/its membership.
  - (ii) In the case of an individual member upon the death of the said member.
  - (iii) On his/its expulsion of membership under the Rules & Regulation of the Society.
11. In case any Member of the Society conducts himself in an unbecoming manner as a result of which it is felt that his continuance as a member would not be in the best interests of the Society or would bring discredit to the Society, the Governing Board, after giving a reasonable opportunity to present his case, may resolve, to expel such member from the society, by a two-third majority.

12. A member whose name has been removed from the list of members under the operation of clause 11 may have his name restored to the list, if the Governing Board is of the opinion that for good sufficient reasons his name ought to be re-admitted thereto.

### **GOVERNING BOARD**

13. The property and affairs of the Society shall be managed by the Governing Board.
14. The Governing Board shall consist of not less than three members and not more than twelve members.
15. From the date of registration of the Society, the office bearers to the Society shall form an adhoc Governing Board for a period not exceeding twenty four months. The members of the Society shall form a Governing Board in accordance with the Rules and Regulations of the Society before the expiry of the said twenty four months.
16. (a) The elected members of the Governing Board shall be appointed by the Society in its general meeting and will hold office until replaced by rotation or re elected. At every annual general meeting of the Society one fourth of the elected members of the Governing Board shall retire by rotation.
- (b) Raising of hands will make the election/re-election.
- (c) The members of the Governing Board, to retire by rotation at every annual general meeting, shall be those who have served longest in office since their appointment.
- (d) At the annual general meeting at which the elected member retires as aforesaid, the Society may fill up the vacancy by re-appointing the retiring member or some other person in his place.
17. (a) If the office of any elected member of the Governing Board is vacated prematurely, the resulting casual vacancy may be filled by the Governing Board at its next meeting.
- (b) Any person so appointed shall hold office only up to the end of the term of office of the elected member in whose place he is appointed.
18. (a) Every year after the annual general meeting, the elected members of the Governing Board shall elect from amongst themselves one President, one Secretary and one Treasurer.
- (b) Any vacancy caused among these office bearers for any reasons whatsoever, shall be filled by election from amongst the members for the remaining term.
19. A member of Governing Board shall ipso facto be said to have vacated his office:
- (a) if by any notice in writing to the governing board, he resigns from his office .
- (b) If he absents himself from three consecutive meetings of the Governing Board without leave of absence from the Governing Board and the governing Board passes a resolution that he has by reason of such absence vacated office.
- (c) If his membership is terminated in accordance with these Rules and Regulations.

20. (a) The Governing Board shall ordinarily meet once in every three months to conduct the affairs of the Society. The President of the Society shall chair the meetings.
  - (b) Quorum for the meetings of the Governing Board shall be one third or three members whichever is higher, personally present.
  - (c) Every member of the Governing Board shall have one vote and in the event of equality of votes, the Chairman shall have a casting vote.
  - (d) In any meeting of the Governing Board, in the absence of the President, the other members of the Governing Board shall elect a chairman for the said meeting.
21. All acts done by the Governing Board shall, notwithstanding that it be afterwards discovered that there was some defect in their appointment or procedure, shall be as valid as if the Governing Board has been duly constituted and the correct procedure had been observed.
  22. Once in every year, a list of the office-bearers and members of the Governing Board of the Society shall be filed with the Registrar of Societies, as required under Sec.4 of the Societies Registration Act, 1860.

#### **MANAGING COMMITTEE**

23. The Governing Board shall have powers to constitute a Managing Committee to provide it necessary assistance in the conduct of activities of the Society. The Managing Committee shall consist of the following:
  1. Director
  2. Two members including one Governing Board member.
24. The Managing Committee shall meet as often as required by to conduct such business of the Society as delegated by the Governing Board from time to time.
25. Quorum for the meetings of the Management Committee shall be two members, personally present.

#### **SUB-COMMITTEES**

26. The Governing Board may arrange for the appointment of other sub-committees consisting of members of the Board to which it may delegate such of its duties and other functions as it may think fit. Such sub-committees formed shall report to the Governing Board and shall comply with the directions that may be given by the Governing Board.

## **DUTIES & RESPONSIBILITIES**

27. The duties & responsibilities of the office bearers shall be as follows:

### **PRESIDENT**

The President shall exercise general supervision over the office bearers subject, however, to the control of the Governing Board. He shall from time to time report to the Board all matters which to his knowledge are in the interests of the Society, shall preside over the meetings of the Board and/or of the members, shall sign and execute in the name of the Society all contracts or other instruments authorised by the Board except where the signing and execution thereof shall be expressly delegated or permitted by the Board or by the Rules to some other office bearer of the Society.

### **SECRETARY**

The Secretary shall send notice of meetings to the members and to the Board members as the case may be. He shall keep the minutes of the meetings of the Society and of the Board. He shall maintain a membership Register, a roll of membership attendance, and such books, papers and records as the Society or Board may direct, which shall be open to the inspection of any member of the Board. He shall promptly notify members of their nomination, election, appointment or cessation of office.

### **TREASURER**

The Treasurer shall receive all funds, including dues, fees, and charges and shall deposit such funds in the name of the Society in banks or other depositories. He shall disburse funds only as authorised and shall maintain appropriate records of receipts and expenses and shall exhibit such records at all reasonable times to any member of the Board. The Treasurer shall make a full financial report at the annual meeting of the Society. He shall file tax returns, as required.

### **DIRECTOR**

The Director shall be entrusted with day to day administration of the Society. He shall be entrusted with such responsibilities and authorities as assigned by the Governing Board.

### **ADDITIONAL DUTIES**

All office-bearers shall perform all duties incidental to their respective offices and such other duties as are assigned by the Board to them.

### **GENERAL BODY MEETING:**

28. A General Body meeting of the Society shall be held atleast once in every calendar year and not more than fifteen months after the holding of the preceding General Body meeting and within a period of six months after the close of the relevant accounting year.

29. (a) Besides the General Body meeting specified in the preceding Article 28, an Extra Ordinary General body meeting may be convened as necessary.
- (b) The Governing Board may, whenever it thinks fit, or upon requisition made by at least the 1/3 of the total number of members of the Society, convene an Extra Ordinary General Body meeting A meeting convened by requisition shall be fixed for a date not later than six weeks from the date of the requisition. The requisition should specify the object of the meeting and only business so specified shall be discussed at the said meeting.
- (c) A minimum 21 days notice shall be given before an Extra-ordinary General Body meeting specifying the place and hour of the meeting and the nature of the business to be conducted, to all the members of the Society.
30. The business of an Annual General Body meeting shall be to receive and pass the accounts for the preceeding financial year, to elect the members of the Governing Board and to appoint the Auditors. All other business transacted at an Annual General Body meeting shall be deemed special, and no such special business shall be transacted unless notice thereof have been given to the Secretary of the Society atleast fourteen days before the date of such meeting.
31. (a) One-third of members, who are entitled to vote, shall form the quorum for a General Body meeting.
- (b) If within half an hour from the time appointed for holding a meeting the quorum is not present, the meeting if called upon the requisition of members, shall stand dissolved.
- (c) In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place as the Chairman of the Meeting may determine.
- (d) If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be the quorum.
32. (a) Every meeting of the General Body shall be chaired by the President and in his absence, the members present and entitled to vote at the General Body meeting shall elect a Chairman of that meeting from amongst themselves.
- (b) All questions coming up before the meeting shall be decided by a majority of votes, of the members present and in the case of equality of votes the person presiding over the meeting shall have a second or casting vote.
- (c) The Chairman shall have full authority to conduct the meeting including the authority to decide on the admissibility of any question, expunging any remarks, directing the conclusion of debate and putting any motion to vote. The Chairman's decision on the conduct of a meeting shall be final.

### **BANK ACCOUNT**

33. All funds of the Society shall be kept in a scheduled bank, as approved by the Society and shall be operated upon as may by authorised by a resolution passed by the Governing Board.

## **MANAGEMENT OF FUNDS**

34. (a) The Society shall, subject to relevant provisions of law, have the option to accept charity, donation, and/or subscription from any person or institution in furtherance of the aims and objects of the Society.
- (b) The funds of the Society shall be used in furtherance of the aims of Society by a resolution passed by majority of members voting in a meeting of the Governing Board.
- (c) The Society shall have the power to invest funds in immovable property, fixed deposits receipts, saving fund accounts in scheduled banks in accordance with the applicable laws.
- (d) The Society shall have the power to borrow money against fixed deposits and the properties as and when considered necessary to accomplish the aims and objects of the Society.

## **ACCOUNTS & AUDIT :**

35. The Governing Board shall maintain true accounts of all funds received and money expended by the Society, of all matters in respect of which such receipts and expenditure take place and of the assets, credits, and liabilities or the Society.
36. Once at least in every year the accounts of the Society shall be examined and the correctness of the Income and Expenditure Account and Balance Sheet ascertained by auditors.
37. The first Auditors of the Society shall be appointed by Adhoc Governing Board, who shall hold office till conclusion of the first Annual General Meeting.
38. The Governing Board may fill up any casual vacancy in the office of the Auditors.
39. The remuneration of auditors shall be fixed by the Society in General Body Meeting except that remuneration of the first or any auditors appointed, by the Governing Board may be fixed by the Governing Board.

## **AMENDMENT OF RULES & REGULATION :**

41. Any Amendment in the Memorandum of Association or Rules and Regulations will be carried out in accordance with the procedure laid down under section 12 and section 12-A of the Societies Registration Act, 1860.

## **42. INDEMNITY**

Every member of the Board and the Committees, and Office -bearers of the Society or any person (whether officer of the Society or not) employed by the Society and any person appointed as auditor shall be indemnified out of the funds of the Society against all liability incurred by him in the said capacity in defending any proceedings whether civil or criminal, in which judgement is given in his favour, or in which he is acquitted.

**43. LEGAL PROCEEDINGS:**

The Society may sue or be sued in the name of the President or Secretary as per provisions laid down under section 6 of the Societies Registration Act, 1860 as applicable to NCT of Delhi.

**44. DISSOLUTION:**

If the Society needs to be dissolved, it shall be dissolved as per the provisions laid down under section 13 and section 14 of the Societies Registration Act, 1860, as applicable to the State.

**ESSENTIAL CERTIFICATE:**

45. Certified that this is the correct copy of the Rules and Regulations of the Society.

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