**MEMORANDUM OF ASSOCIATION**

1. The name of the Society shall be ‘Tagore Theatre Society’ Chandigarh.

2. The office of the Society shall be located in the building of Tagore Theatre, Chandigarh

3. The aims and objects of the Society shall be as under:-

(a) To encourage and promote the performing arts and to take steps to create interest in them.

(b) To encourage the revival of folk forms of the performing arts.

(c) To undertake all such activities as would further to objectives so set forth, with a view to establishing a tradition of excellence in these arts.

(d) To raise funds and acquire property through donations, grants or contributions for achieving the objectives of the Society.

(e) To do such other things as may be considered incidental or conducive to the fulfillment of objects of the Society or any of them.

4. The income and property of the Society, however derived shall be applied solely towards the promotion of objects of the Society as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who at any time are/ shall become or have been members of the Society or to any of them; provided that nothing therein contained shall prevent the payment in good faith of remuneration to any officers and servants of Society or to any member thereof or other person in return for any services rendered to the Society.

5 True accounts shall be kept of the sums of money received and expended by the Society and the matter in respect of which such receipt and expenditure take place and of the property, credits and liabilities of the Society and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the rules of the Society for the time being, the same shall be open to the inspection of the members. Once at least in every year, the accounts of the Society shall be examined and the correctness of the balance sheet certified by auditors.

6 The Society shall be competent to frame rules and regulations and by e-Laws for the conduct of the affairs of the Society and to add or amend them from time to time if and when required.

 7 The Society shall have the authority to do all such acts whether incidental to the powers aforesaid or not as may be required in order to further the objects of Society.

RULES AND REGULATIONS OF TAGORE THEATRE SOCIETY

 INTERPRETATION

1. In interpretation of these rules, the following expressions shall have the following meaning unless inconsistent with the subject or context:-

SOCIETY The Society means the Tagore Theatre Society , Chandigarh.

WORKING COMMITTEE The Working Committee means the committee constituted under these rules.

THESE PRESENTS Shall mean and include the Memorandum and Rules of the Association from time to time in force.

MANAGING BODY means the body constituted under rule 2.

MONTH means a calendar month.

THE OFFICE means the registered office of the society for the time being.

FUNDS means the funds of the Society including all the funds of the Society including all its moveable and immovable properties.

 Words imparting the singular number shall include the plural number and vice versa; words imparting the masculine gender shall include the feminine gender.

1. CONSTITUTUION OF THE MANAING BODY:-
2. The Managing Body of the Society shall consist of :-
3. Chairman
4. Secretary
5. Finance Secretary, Chandigarh Administration
6. One representative to be nominated by the Government of Punjab.
7. One representative to be nominated by the Government of Haryana.
8. Five Non-Official members to be nominated by the Chairman of the Managing Body.
9. The Chief Commissioner, Chandigarh, shall be the Chairman of the Managing Body.
10. The Chief Engineer, Chandigarh Administration, shall be the Secretary of the Managing Body.
11. The Treasurer shall be appointed by the Chairman from amongst members of the Managing Body.
12. TERMS OF MEMBERS OF THE MANAGING BODY:-
13. The terms of office of non-official members nominated shall be one year from the date of their nomination, provided that the Chairman may remove a member, from the membership of the Managing Body, at any time, before the expiry of his term; provided further that non-official member shall be eligible form re-nomination.
14. Any non-official member of the Managing Body may resign his office by a letter addressed to the Chairman and such resignation shall take affect from the date it is accepted by the Chairman.
15. A member of the Managing Body shall cease to be a member if he dies, resigns, becomes of unsound mind, is adjudged insolvent or is convicted of criminal offence involving moral turpitude or accepts a full time appointment on the staff of the Society or fails to attend three consecutive meetings thereof without leave of the Chairman.
16. POWERS OF THE MANAGING BODY:-
17. The Principal authorities of the ‘Society’ shall be :-
18. The Managing Body.
19. The Working Committee.
20. Any other Committee which Chairman or Managing Body may set up for discharging any one or more of their functions.
21. The Managing Body may from time to time frame by e-laws and/or regulations for the working of the Society. Such bye-laws and /or regulations so framed shall be approval by two-thirds of members present at the meeting of the Managing Body.
22. The Managing Body shall have the control and Management over all the affairs and funds of the society.
23. The management and property of the Society shall vest in the Managing Body who in addition to the powers and functions vested in it under these presents shall also be entitled to do all such acts and things as the Society is by its Memorandum of Association or otherwise authorized to do.
24. Without prejudice to the general powers conferred on it by these rules and so as not in any way to limit or restrict its powers, it is expressly declared that the Managing Body shall have the following powers:-
25. To make regulations for the administration and other activities of the Society.
26. To approve the budget of the Society or any alteration thereof prepared for it by the Working Committee.
27. To appoint, suspend and dismiss any employee of the Society.
28. To prescribe the duties and conditions of service of the employees of the society and to provide for the filling of temporary vacancies under it.
29. To accept the transfers of movable or immovable properties made in favour of the society.
30. To file and defend suits, compromise, settle or refer to arbitration any dispute relating to the Society.
31. To provide buildings, premises, furniture, apparatus and other means for carrying on the work of the Society.
32. To enter into, carry out and cancel contracts for and on behalf of the Society.
33. To administer and expend the funds of the Society in a manner considered most beneficial for its purpose.
34. To invest in the name of the society its funds or such part thereof, in such securities as they may deem fit and to direct the sale, or transposition of any such investment and to expend the proceeds of any sale for the purposes of the society.
35. To acquire or purchase movable or immovable property in the name of the society , Build upon , errect, pull down , rebuild, and to, alter , repair , improve, sell or dispose of or otherwise deal with any kinds of lands, properties buildings or premises of the Society.
36. To borrow money upon the security of any property of the Society –movable or immovable.
37. To delegate to the Chairman, Secretary , Treasurer or any other member such powers for the conduct of its business as may be deemed necessary.
38. To consider the specific projects prepared by the working Committee and to approve them.
39. To review the working of the working committee and ratify or change its decisions or recommendations if these are not in line with the aims and objects of the Society.
40. Subject to the Rules and bye-laws, generally to exercise such other powers and perform such other duties as may be necessary, or incidental to further the objects of the Society.
41. The Managing Body shall specify the person or persons who may sign cheques and receipts on behalf of the Society.
42. The Managing Body shall duly comply with the provisions of the Societies Registration Act, 1860, as amended from time to time.
43. The managing Body shall cause minutes to be recorded in the books for the purpose:-
44. Of all appointments of officers made by the Society.
45. Of the names of the members of the Managing Body present in any of its meetings or of any other Committee.
46. Of all resolutions and proceedings of all meetings of the Managing Body and of the Committees and Sub Committees.
47. i) The Managing Body shall meet at least once in a year within three months of the closing of the accounts of the Society to transact the following business:-
48. To receive and adopt the Annual Report of the Society and the audited statement of accounts thereof for the preceding year.
49. To transact such other business which under these presents ought to be transacted at an “ Annual Meeting”.

ii) Ordinary Meeting**:**

 The ordinary meeting shall be held, from time to time, at such place and time as may be directed by the Chairman of the Managing Body.

iii) A meeting whatever special or ordinary shall be called by not less than 15 days’ notice in writing.

iv) A notice of the meeting of the Managing Body whether ordinary or special, specifying the place, day and hour with a statement of the business to be transacted at the meeting shall be served on every member in such manner as may from time to time be decided by the Managing Body or in accordance with the Bye-Laws to be framed under these presents.

v) The accidental omission to give notice to or non-receipt of notice by any member shall not invalidate the proceedings at any such meetings.

vi) A meeting of the Managing Body may be held at the office of the Society or at such palace as the Chairman may from time to time determine.

1. CHAIRMAN OF THE MEETING:
2. The Chairman of the Managing Body and in his absence the Vice-Chairman shall preside at all its meetings. If at any meeting neither the Chairman nor the Vice Chairman is present, the members present shall choose one from amongst themselves to be the Chairman of such meeting.
3. At all meetings, one third of the total strength of members of the Managing Body or five members whichever is less, shall from the quorum. When the quorum is not complete, the meeting shall be adjourned to a date fixed by the Chairman and at the adjourned meeting the business may be transacted even if there is no quorum.
4. Every resolution submitted to the meeting shall be decided upon in the meeting by the majority vote of the members present and voting. In case of equality of votes, the Chairman shall have a second casting vote in addition to his own.
5. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given to the Secretary at least fourteen days before the date of such meeting Seven days’ notice of the said resolution shall be given to the members.
6. The Chairman may adjourn a meeting of the Managing Body from time to time, but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting so adjourned. When a meeting is adjourned to a date beyond fourteen days, notice of the adjourned meeting shall be given as in the case of an original meeting.

VII) THE WORKING COMMITTEE:

1. The working Committee of the Society shall consist of the following members:-
2. Chairman
3. Vice-Chairman
4. Treasurer
5. Secretary
6. Two members of the Managing Body to be nominated by the Chairman.
7. The Chairman, Secretary and the Treasurer of the Managing Body shall be the Chairman, Secretary and the Treasurer respectively of the Working Committee.
8. The Working Committee shall have the following powers and functions:-
9. To exercise the executive authority of the Society as delegated, to it by the Managing Body, from time to time.
10. To Supervise and control the work of the Society.
11. To consider and prepare programmes and specific projects of the Society for submission to the Managing Body.
12. To draw up annual budget of the Society for the approval of the Managing Body.
13. To prepare the annual report and accounts of the Society for the consideration of the Managing Body.
14. The Working Committee shall meet on a date and place to be fixed by the Chairman, ordinarily at least once in every six months. Fifteen days’ notice shall be given of any such meeting.
15. Every meeting of the Working Committee shall be presided over by the Chairman, in his absence by the Vice-Chairman and in the absence of both of them, by any of the members ( whom the members may select )present on the occasion.
16. Every resolution placed before the Working Committee shall be decided in its meeting by a majority of votes of the members present and voting. In case of equality of votes, the Chairman shall have second casting vote in addition to his own vote.
17. POWERS OF THE CHAIRMAN AND VICE CHAIRMAN OF THE WORKING COMMITTEE:
18. Subject to the powers conferred on the Working Committee Chairman shall have the power to implement the resolutions (s) of the working committee from time to time and to carry on the activities of the Society and also such other activities as may be conducive to the fulfillment of the objects of the Society or any of them.
19. The action taken from time to time by the Chairman shall be placed before the next meeting of the Working Committee for confirmation.
20. The Chairman in an emergency shall have powers to take all measures necessary to safeguard the interests of the Society or to carry on its activities, but the action taken shall be placed for confirmation before the next meeting of the working Committee.
21. The Chairman and the Vice-Chairman shall be ex-officio members of all the Sub-Committee that may be constituted from time to time by the Working Committee.
22. Unless the Chairman otherwise directs, the Chairman and in his absence the Vice-Chairman shall act as the Chairman of such other Committees or sub-committees.
23. The Chairman shall have second casting vote in all the meetings of the working Committee.
24. The Chairman shall nominate a member of the working committee as and when necessary who will exercise the duties and powers of the Chairman in the event of the Chairman and Vice-Chairman both being out of Chandigarh at the same time, provided that such person shall not without the previous consent of the Chairman or the Vice-Chairman, as the case may be, in writing, take a decision contrary to or inconsistent with the previous decisions taken by the Chairman or the Vice-Chairman.
25. If any question arises regarding the interpretation of these presents or of any of the rules or regulations the same shall be referred to the Chairman for his decision and his decision thereon shall be final.
26. POWERS AND FUNCTIONS OF THE SECRETARY:-
27. The Secretary shall be the principal executive officer of the Society.
28. It shall be the duty of the Secretary:-

i) to be the custodian of the records and such other property of the Society as the Managing Body of the Society may commit to his charge.

ii) to conduct the official correspondence for and on behalf of the Society.

iii) to issue al notices for convening meetings of the Managing Body of the Society and of all Committees and Sub – Committees constituted by it.

iv) to keep a record of the minutes of all meetings of the Society and of any other Committee and Sub – Committee constituted by it.

v) to exercise such other powers as may be assigned to him by the Managing Body of the Society.

1. FUNCTIONS OF THE TREASURER:-

 The Treasurer shall:-

1. Cause to be maintained regularly the books of the Society.
2. Prepare jointly with the Secretary, the budget of the Society.
3. Maintain annual inventories of the properties both movable and immovable belonging to the Society as also the documents and other important papers.
4. Supervise, check and control the books of account maintained by the Society.
5. Report to the Chairman or in his absence the Vice-Chairman of the Working Committee, the state of finances of the Society and perform other duties and functions relating to the finances & accounts as may be assigned to him by the Chairman, and .
6. Get the accounts of the Society audited at the close of every financial year for being placed for adoption at the General meeting and also to get the account audited as and when necessary.
7. OPERATION OF ACCOUNT:-
8. The funds of the Society shall consist of the grants made by the Central Government and the State Governments of Punjab and Haryana, National and International Institutions and other organizations, hire-charges of the Tagore Theatre , Chandigarh, and income from investments or any other source.
9. The approved banker of the Society shall be the bank approved by the Managing Body of the Society from time to time.
10. The funds of the Society shall be deposited into the account of the Society with the approved bank and shall only be withdrawn by cheques signed by the Secretary or the person authorized by the working committee.
11. The accounts of the Society shall be audited annually by the Auditors appointed for the purpose by the Managing Body.
12. The financial year of the working Committee shall commence on the first day of April and end on the 31st day of March.
13. The books of account of the Society shall be kept at the registered office of the Society or such other place as the working Committee may decide.
14. GENERAL
15. A notice may be given by the Secretary to any member either personally or sending it by post to his registered address as furnished by him to the Society.
16. Where a notice is sent by post, service of notice shall be deemed to be effected by properly addressing preparing and posting a letter containing the notice and unless the contrary is approved, to have been effected, at the time at which the letter would be delivered in the ordinary course of post.
17. No person other than the members of the Society shall be entitled to receive notices of General meeting.
18. The minutes of the proceedings of the meeting of the Working Committee and other Committees and Sub-Committees shall be read and confirmed at the subsequent meetings of the respective Committees and the minutes so recorded and confirmed shall be acceptable as true and conclusive record of the proceedings.
19. No alteration, additions or amendment shall be made in the foregoing rules unless the alteration addition or amendment is accepted by a majority of two third of the members of the Managing Body present at the General Meeting of which the notice has been given to the members specifying the proposed alteration or amendment.

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