MEMORANDUM OF ASSOCIATION & BYE-LAWS OF THE
FORMATION OF ZILLA KALA SANSKRUTI SANGHA
&
RIOCK KALA SANSKRIITI SANCHA

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MEMORANDUM OF ASSOCIATION & BYE-LAWS OF ZILLA KALA SANSKRUTI SANGHA (ZKSS) & BLOCK KALA SANSKRUTI SANGHA (BKSS)

1. MEMORANDUM OF ASSOCIATION OF ZILLA KALA SANSKRUTI SANGHA (ZKSS):

a. Name and Address of the Organisation

Name of the Society : ZILLA KALA SANSKRUTI SANGHA (ZKSS)

Location of the Registered Society : <u>District Headquarters</u>

Office of the society : District Headquarters

b. AIM & OBJECTIVE OF THE SOCIETY:

ZKSS will act as apex federation at District level encompassing all the block level federations with the following objectives.

- a. To provide a platform to support survival, revival and revitalization of traditional art & culture forms in the District in general and Block in particular.
 - b. To ensure long sustainable livelihood / support for those who pursue the art forms.
 - c. To generate interest and create awareness among the people about these art forms.
- d. To extend thematic, technical, financial and infrastructural support to the member troupes by convergence between various Government schemes and other services.
- e. To organize training for the members of the troupes with a view to expanding their artistic potentiality.
- f. To carry out IEC activities under different Government schemes exclusively for propagation of Government policies through their cultural performances.
 - g. To co-ordinate the activities of member block level federations.
 - h. Besides the objectives, any other activity, if required, may be added.

c. General Body:

- a. The General Body comprises of one nominated member from each of the Block Kala Sanskruti Sangha. In case of districts having less than five blocks, three members need to be nominated from each block to the General Body of the Zilla Kala Sanskruti Sangha (ZKSS).
- b. Members of the General Body shall hold Office for three years and after every three years new member shall be nominated on rotation basis.
- c. The Secretary will convene the meeting of the General Body / Executive Body.
- d. The President will also preside over the meeting of the General Body / Executive Body. In the absence of the President, the Vice President (Preferably an Artist who will be elected from among the members of the General Body, ZKSS) will chair the meeting.

We, the undersigned are desirous of forming a Society namely ZILLA KALA SANSKRUTI SANGHA(ZKSS) under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society:

Sl. No	Name and Address	Occupation	Designation	Signature
1				
2				
3				
4				

Witness to all Signatories:

	1 st Witness			2 nd Witness
Name, Father's Name & Address		Name, Name & Ado	Father's dress	
Occupation		Occupation		
Signature		Signature		

Attestation:

Signatures of all the members and witness have been attested

d. Executive Body:

There shall be an Executive Body comprising of seven members elected from the General Body with three Official members. Besides, the District level Head of the Department executing MOU for dissemination of IEC activities and Superintendent of Police shall also be invited as Special Invitees whenever required.

The name, address, occupation and designation of the present members of the Executive Body of District Kala Sanskruti Sangha, U/S 2 of the Societies Registration Act, 1860 are as follows:

SL. No.	Name and Address	Occupation	Designation	Signature
1				
2				
3		_		
4				

Witness to all Signatories:

1 st Witness	2 nd Witness
Name, Father's Name & Address	Name, Father's Name & Address
Occupation	Occupation
Signature	Signature

Attestation:

Signatures of all the members and witness have been attested.

2. RULES AND REGULATIONS (BYE-LAW) OF ZILLA KALA SANSKRUTI SANGHA(ZKSS)

PART-I: THE SOCIETY & MEMBER

- a. Name of the society shall be Zilla Kala Sanskruti Sangha. The registered Office of the society shall be located at District Headquarters.
- b. The Sangha shall have an Official seal bearing name, address & Registration number of the society.
- c. The membership of the society shall be confined to the block level federations formed for same objectives.
- d. The enrolled members shall have to pay Rs.50/- as membership fees.
- e. The details of members of the federation has to be specified and annexed to the Bye law as Annexure-I

PART-II: AIMS & OBJECTIVES OF THE SOCIETY:

- a. To act as apex federation at District level encompassing all the block level federations with the following objectives.
- b. To provide a platform to support survival, revival and revitalization of traditional art & culture forms in the District in general and Block in particular.
- c. To ensure long sustainable livelihood / support for those who pursue those art forms.
- d. To generate interest and create awareness among the people about these art forms.
- e. To extend thematic, technical, financial and infrastructural support to the member troupes by convergence between various Government schemes and other services.
- f. To organize training for the members of the troupes with a view to expanding their artistic potentiality.
- g. To carry out Information, Education & Communication (IEC) activities under different Government schemes exclusively for propagation of Government policies and programmes through their cultural performances.
- h. To co-ordinate the activities of members of block level federations.
- i. Besides the objectives, any other activity, if required, may be added.

PART-III: GENERAL BODY:

- a. The General Body comprises of one nominated member from each of the Block Kala Sanskruti Sangha. In case of districts having less than five blocks, three members need to be nominated from each block to the General Body of the Zilla Kala Sanskruti Sangha (ZKSS).
- b. Members of the General Body shall hold Office for three years and after every three years new member shall be nominated on rotation basis.
- c. The Secretary will convene the meeting of the General Body / Executive Body.
- d. The Collector will preside over the meeting of the General Body / Executive Body. In his absence, the Vice-President (Preferably an Artist who will be elected by the General Body of the ZKSS shall preside the meeting of the ZKSS).
- e. The details of members of the federation has to be specified and annexed to the Bye law as Annexure-

PART-IV: EXECUTIVE BODY:

- a. The executive body of the society shall be constituted with ten members. Out of this seven members shall be elected from among the General Body by majority of votes and the other three shall be official Members.
- b. PD, DRDA & District Culture Officer / District Culture Officer-in-Charge shall be the Official Members.
- c. SP of the District, CDMO, DPC, SSA, Member Secretary cum Executive Engineer, RWSS shall be the Special invitees to attend the meeting whenever required.
- d. The Collector shall preside the meeting of the General Body /Executive Body as Chairman of Zilla Kala Sanskruti Sangha (ZKSS). In the absence of Collector, the Vice-President (Preferably an Artist who will be elected by the General body of the ZKSS shall chair the meeting).
- e. District Culture Officer shall convene the General Body /Executive Body as the Ex-Officio Secretary of the Federation.
- f. The non-Official members of the executive body shall hold Office for a period of three years and new executive body shall be elected after three years on rotation basis.
- g. The Secretary shall convene meeting. He will be the Chief Executive Officer and he shall jointly work with the President for the execution of resolutions of Executive Body.

PART-V: FINANCIAL MANAGEMENT:

- a. The society shall have a saving bank account to be jointly operated by the President & Secretary of Executive Body. However, the accounts be opened as per Rule-5 of OGFR (Vol-1)
- b. The society can raise fund through:
 - i) Entry fees from member group.
 - ii) Administrative cost of 2% from the total amount transacted through the society shall be retained by the ZKSS.
 - iii) Grant from Government & other agencies.
 - iv) Donation from well wishers must be received against proper receipts. The receipts must be maintained serially.
- c. Where cash/Cheque/Demand draft is paid into Bank, the counterfoils of the pay-in-slip should be verified with the cash branch. All the Cash/Cheque/Demand Draft/Receipts should be deposited in the Bank on the same day itself or the next working day positively.
- d. The cheque must be signed by Government authority before encashment.
- e. There must be a Local Fund Audit to verify the account.
- f. There should be maintenance of Cash Book for each financial year.
- g. Each entry of expenditure and receipts should be reflected in that Cash Book.

- h. Each voucher should be assigned with a serial no. and it should be noted against the each entry of the Cash Book.
- The expenditure should not be prima-facie more than the occasion demand.
- j. No authority should exercise power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- k. The Secretary cum Treasurer shall maintain cash book & other records of account under the supervision of the President.
- I. The accounts shall be placed before the quarterly meeting of the Executive Body & before the General Body in every year.
- m. The Annual Budget must be prepared in advance for the society and it should be placed before the General Body for it's approval.
- n. The account of the society shall be audited by a Chartered Accountant, State Govt. Audit & by the AG Audit and the audit report shall be placed in the Annual General body meeting for approval.

PART-VI: GENERAL & MISCELLANEOUS:

- a. The society shall act under the supervision of Collector as Chairman of Zilla Kala Sanskruti Sangha (ZKSS).
- b. The Collector shall preside over the Executive Body as well as General Body.
- c. All major decisions of the Executive Body as well as General Body have to be approved by the Collector of the District. In case of any dispute arises in any ZKSS & BKSS, the decision of the Chairman, ZKSS shall be final and binding to all parties and such dispute shall not be raised in any Court of Law.
- d. The Executive Body meeting shall be held quarterly or as and when required by the President by serving twenty four hour notice in writing given by at least by four non-official members. The updated quarterly report and return of ZKSS shall be submitted to the Culture Department for the purpose of compilation of necessary information at the State Level by the Secretary, ZKSS.
- e. The General Body meeting shall be held once in a year or as and when required by the President by serving notice with the consent of more than 50% of members.
- f. The annual report along with the annual audit report shall be placed in the Annual General Body Meeting and copies of the same shall be sent to the members of the Executive Body.
- g. A quorum of at least 5 (five) persons shall be essential for conducting Executive Body and 1/3 members for General Body.
- h. The General Body shall be competent to amend the bye-law subject to approval of Government.
- In any case the society becomes defunct the Collector will take the responsibilities for proper functioning of society. He will discharge such function by selecting one person who shall look after the concerned BKSS.
- j. In case any member of the General Body or Executive Body is found irregular, showing indiscipline or does anything repugnant to the Sangha, the General Body reserves the right to remove the member from the Sangha.

CERTIFICATE

- 1. Certified that this is the current copy of the rules and regulations of the Society
- 2. Certified that there is no other registered Society in the same name and at the same place
- 3. Certified that this is the true and correct copy of the Memorandum and Rules and Regulations of the Society
- 4. Certified that the Society is established and functioning properly since _____
- 5. Certified that the Society is not a business and profit oriented Society
- 6. Certified that the aims and objectives mentioned in the "Bye-law" and "Memorandum of Association" is satisfying Section 20 of the Societies Registration Act, 1860, and meant for the benefit of the public / Artists.
- 7. Certified that the society is not political organization and not involved in politics.

- 8. Certified that the aims and objectives and functions of the society is not against the government policies
- 9. The proposal has been scrutinized properly and is satisfying all the provisions of the Societies Registration Act, 1860 and hence recommended for registration.

<u>PRESIDENT</u> <u>SECRETARY</u>

Witness:-

1.

2.

Above signatures are

Attested.

This is to certify that there is no such organization namely District Kala Sanskruti Sangha in the District.

Collector

3. MEMORANDUM OF ASSOCIATION BLOCK KALA SANSKRUTI SANGHA (BKSS)

PART-I: Name and Address of the Organisation

Name of the Society : Block Kala Sanskruti Sangha (BKSS)
Location of the Registered Society : Respective Block headquarter

Office of the society : Respective Block Office

Jurisdiction : Through out the District of Orissa State

PART-II: AIM & OBJECTIVE OF THE SOCIETY:

The primary aim is to form a federation of troupes performing traditional art and cultural forms at block level with the following objectives.

- a. Provide a platform to support survival, revival and revitalization of traditional art & culture forms in the District in general and Block in particular.
- b. Ensure long sustainable livelihood / support for those who pursue these art forms.
- c. Generate interest and create awareness among the masses about these art forms.
- d. Extend thematic, technical, financial and infrastructural support to the member troupes by convergence between various Government schemes and other services.
- e. Organize training for the members of the groups with a view to expanding their artistic potentiality.
- f. Carry out Information, Education & Communication (IEC) activities under different Government schemes exclusively for propagation of Government policies & programmes through their performances.

- g. Co-ordinate the activities of member cultural troupes and to facilitate coordination with District Federation.
- h. Besides the objectives, any other activity, if required, may be added.

PART-III: GENERAL BODY:

- a. There shall be a General Body comprising of one representative from each troupe enrolled into BKSS.
- b. Members of the General Body shall hold Office for three years and after every three years new member shall be nominated on rotation basis.
- c. The details of General Body member are to be specified and annexed to the bye-law as Annexure-II.
- d. The Block Development Officer of the concerned block will preside the General Body/ Executive Body. In his absence, the Vice-President (Preferably an Artist shall be elected by the General Body of the BKSS) who shall preside over the meeting.
- e. The ABDO/ one of the Extension Officers will convene the meeting of the General Body/ Executive Body.

We, the undersigned are desirous of forming a Society namely Block Kala Sanskruti Sangha under the Societies Registration Act 1860 in pursuance of this Memorandum of Association of the Society:

S.No	Name and Address	Occupation	Designation	Signature
1				
2				
3				
4				

Witness to all Signatories:

1 st Witness	2 nd Witness
Name, Father's Name & Address	Name, Father's Name & Address
Occupation	Occupation
Signature	Signature

Attestation:

Signatures of all the members and witness have been attested

PART-IV: EXECUTIVE BODY:

- a. The executive body of the society shall be constituted with ten members. Out of which seven Members shall be elected from the General Body and the other three shall be official Members.
- b. ABDO/any Extension Officer & CDPO shall be the Official Members.
- c. The BDO will preside in the meeting of the General Body / Executive Body. In his absence, the Vice-President (Preferably an Artist shall be elected by the General Body of the BKSS) shall preside over the meeting.
- d. ABDO / any Extension Officer shall convene the meeting of the General Body / Executive Body as the Ex-Officio Secretary of the Federation.
- e. The non-official members of the Executive Body shall hold Office for the period of three years and new executive body shall be elected after three years on rotation basis.

- f. The Secretary of the society shall be responsible for convening & conducting meetings and approval of resolution.
- g. The Secretary of the society shall jointly function with the President for execution of resolutions of Executive Body. The updated quarterly report of the BKSS shall be submitted to the Secretary, ZKSS. The Secretary, ZKSS in turn shall submit the report & return to the Culture Department for the purpose of necessary compilation of figure at the State level.
- h. The details of members of executive body are to be specified and annexed to the bye-law as Annexure-III.

The Names, Addresses, Occupations and Designation of the present members of the Executive Body of Block Kala Sanskruti Sangha under Section- 2 of the Societies Registration Act 1860 are as follows:

S.No	Name and Address	Occupation	Designation	Signature
1				
2				
3				
4				

Witnesses to all Signatories:

1 st Witness	2 nd Witness
Name, Father's Name & Address	Name, Father's Name & Address
Occupation	Occupation
Signature	Signature

Attestation:

Signatures of all the members and witnesses have been attested.

4. RULES AND REGULATIONS (BYE-LAW) OF BLOCK KALA SANSKRUTI SANGHA (BKSS)

PART-I: THE SOCIETY & MEMBER

- a. Name of the society shall be Block Kala Sanskruti Sangha.
- b. The registered Office of the society shall be located at Block headquarters.
- c. The Sangha shall have an official seal bearing the name, address & Registration number of the society.
- d. The membership of the society shall be open to all cultural groups who satisfy the prescribed criteria and found eligible by the Block Level Screening Committee.
- e. The applicant members shall have to pay Rs.10/- as entry fee.
- f. The details of members of the federation has to be specified and annexed to the Bye law as **Annexure-I.**

PART-II: AIM & OBJECTIVES OF THE SOCIETY:

The primary aim is to form a federation of troupes performing traditional art and cultural forms at block level with the following objectives.

- a. To provide a platform to support survival, revival & revitalization of traditional art & culture forms in the District in general and Block in particular.
- b. To ensure long sustainable livelihood/support for those who pursue these art forms.
- c. To generate interest and create awareness among the people about these art forms.
- d. To extend thematic, technical, financial and infrastructural support to member troupes by convergence between various Government schemes and other services.
- e. To organize training for the members of troupes with a view to expanding their artistic potentiality.
- f. To carry out Information, Education & Communication (IEC) activities under different Government schemes exclusively for propagation of Government policies and programmes through their cultural performances.
- g. To co-ordinate the activities of member cultural troupes and to facilitate coordination with District Federation.
- h. Besides the objectives, any other activity, if required, may be added.

PART-III: GENERAL BODY:

- a. There shall be a General Body comprising of one representative from each troupe enrolled into BKSS.
- b. Members of the General Body shall hold Office for three years and after every three years new member shall be nominated on rotation basis.
- c. The details of General Body member are to be specified and annexed to the bye-law as **Annexure-II.**
- d. The Block Development Officer of the concerned block will preside the General Body/ Executive Body. In his absence, the Vice-President (Preferably an Artist shall be elected by the General Body of the BKSS) who shall preside over the meeting.
 - e. The ABDO/ one of the Extension Officers will convene the meeting of the General Body/ Executive Body.

PART-IV: EXECUTIVE BODY:

- a. The executive body of the society shall be constituted with ten members. Out of which seven Members shall be elected from the General Body and the other three shall be official Members.
 - b. ABDO/any Extension Officer & CDPO shall be the Official Members.
 - c. The BDO will preside in the meeting of the General Body / Executive Body. In his absence, the Vice-President (Preferably an Artist shall be elected by the General Body of the BKSS) shall preside over the meeting.
 - d. ABDO / any Extension Officer shall convene the meeting of the General Body / Executive Body as the Ex-Officio Secretary of the Federation.
 - e. The non-official members of the Executive Body shall hold Office for the period of three years and new executive body shall be elected after three years on rotation basis.
 - f. The Secretary of the society shall be responsible for convening & conducting meetings and approval of resolution.
 - g. The Secretary of the society shall jointly function with the President for execution of resolutions of Executive Body. The updated quarterly report of the BKSS shall be submitted to the Secretary, ZKSS. The Secretary, ZKSS in turn shall submit the report & return to the Culture Department for the purpose of necessary compilation of figure at the State level.
 - h. The details of members of executive body are to be specified and annexed to the bye-law as Annexure-III.

PART-V: FINANCIAL MANAGEMENT:

- a. The society shall have a saving bank account to be jointly operated by the President & Secretary of Executive Body. However, the accounts be opened as per Rule-5 of OGFR (Vol-1)
- b. The society can raise fund through:
 - i) Entry fees from member group.
 - ii) Administrative cost of 2% from the total amount transacted through the society.
 - iii) Grant from Government & other agencies.
 - iv) Donation from well wishers must be received against proper receipts. The receipts must be maintained serially.
- c. Where cash/Cheque/Demand draft is paid into Bank, the counterfoils of the pay-in-slip should be verified with the cash branch. All the Cash/Cheque/Demand Draft/Receipts should be deposited in the Bank on the same day itself or the next working day positively.
- d. The cheque must be signed by Government authority before encashment.
- e. There must be a Local Fund Audit to verify the account.
- f. There should be maintenance of Cash Book for each financial year.
- g. Each entry of expenditure and receipts should be reflected in that Cash Book.
- h. Each voucher should be assigned with a serial no. and it should be noted against the each entry of the Cash Book.
- i. The expenditure should not be prima-facie more than the occasion demand.
- j. No authority should exercise power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- k. The Secretary cum Treasurer shall maintain cash book & other records of account under the supervision of the President.
- I. The accounts shall be placed before the quarterly meeting of the Executive Body & before the General Body in every year.
- m. The Annual Budget must be prepared in advance for the society and it should be placed before the General Body for it's approval.
- n. The account of the society shall be audited by a Chartered Accountant, State Govt. Audit & by the AG Audit and the audit report shall be placed in the Annual General body meeting for approval.

PART-VI: GENERAL & MISCELLANEOUS:

- a. The society shall act as an independent entity. However, instructions from Government & District Administration shall be followed with the approval of executive body.
- b. The Executive Body meeting shall be held quarterly or as and when required by the President by serving twenty four hour notice in writing given by at least by four non-official members.
- c. The General Body meeting shall be held every three months or as and when required by the President or notice in writing given by more than 50% of the members.
- d. The annual report along with the annual audit report shall be placed in the General Body every year and copies of the same shall be sent to the members of the Executive Body.
- e. A quorum of at least 5 (five) persons shall be essential for conducting Executive Body and 1/3 members for General Body.
- f. In case of any proposal received from the General Body of BKSS for amendment of the bye-law of the BKSS, the same shall be referred to the General Body of the ZKSS, which is competent to amend the bye-law subject to approval of Government.
- g. In any case the society becomes defunct; the Chairman of BKSS sends a proposal of the General Body of the BKSS to the Chairman of the Zilla Kala Sanskruti Sangha (ZKSS) which will in turn will take the responsibilities for proper functioning of Society.

- h. All major decisions of the Executive Body as well as General Body have to be approved by the Collector of the District. In case of any dispute arises in any ZKSS & BKSS, the decision of the Chairman, ZKSS shall be final and binding to all parties and such dispute shall not be raised in any Court of Law.
- i. In case any of the Members (Cultural troupe) of BKSS is irregular and shows indiscipline and does anything repugnant to the Kala Sangha, the General Body of BKSS can remove the member from the Sangha subject to the approval of the Chairman of General Body of the ZKSS.

CERTIFICATE

- 1. Certified that this is the current copy of the rules and regulations of the Society
- 2. Certified that there is no other registered Society in the same name and at the same place
- 3. Certified that this is the true and correct copy of the Memorandum and Rules and Regulations of the Society
- 4. Certified that the Society is established and functioning properly since
- 5. Certified that the Society is not a business and profit oriented Society
- 6. Certified that the aims and objectives mentioned in the bye law and memorandum of association is satisfying section 20 of S.R. Act 1860, and meant for the benefit of the public.
- 7. Certified that the society is not a political organization and not involved in politics
- 8. Certified that the aims, objectives and functions of the society are not against the government policies
- 9. The proposal has been scrutinized properly and is satisfying all the provisions of S.R. Act 1860 and hence recommended for registration.

PRESIDENT	<u>SECRETARY</u>
Witness:-	
1.	
2.	
Above signatures are	
	Attested.
This is to certify that there is no such Block area.	organization namely Block Kala Sanskruti Sangha in

BDO