

RULES AND REGULATIONS OF ORAL HISTORY ASSOCIATION OF INDIA

1. The name of the Association shall be the "ORAL HISTORY ASSOCIATION OF INDIA."
2. The address of the office of the Association hereinafter known as OHAI shall be as follows:

Oral History Association of India
B-302 Mantri Gardens
Jayanagar 1st Block
Bengaluru 560011, Karnataka.

3. The aims and objects of the Society are as given in the Memorandum of Association.

4. Membership:

a) The membership of OHAI shall be open to all citizens of India not below the age of 18 years as well as to foreign nationals with Associate Memberships, who subscribe to the aims and objectives of the OHAI and shall pay the prescribed membership fee.

b) The Signatories of the Memorandum of Association shall be:

- i) Ms. Deepa Dhanraj
- ii) Dr. C.S. Lakshmi
- iii) Dr. Indira Chowdhury
- iv) Ms. Aarthi Ajit
- v) Dr. Suroopa Mukherjee
- vi) Ms. RamaLakshmi
- vii) Mr. Surajit Sarkar
- viii) Ms. Meena Menon
- ix) Dr. Pramod Srivastava
- x) Ms. Vrunda Pathare
- xi) Ms. K. Lalita

c) Members shall be Life Members (individual or institutional), Annual Members (individual or institutional) and Associate Members.

All membership applications must be endorsed by the Signatories of the Memorandum of Association for the first three foundation years of the Association, and henceforth applications for membership will be scrutinized and endorsed by the Executive Committee. Application for membership does not automatically entitle the applicant to membership.

i) Life Member: The Life Membership (individual) of the OHAI may be obtained by getting recommendation of any one of the Signatories of the MOA and making a minimum contribution of Rs 10,000/-. Life Membership (institutional) is open to Institutions in India who subscribe to the aims and objectives of OHAI and on the recommendation of any one of the Signatories of the MOA, on payment of Rs. 20,000/-. Such institutions can nominate one person to represent them. Institutional Life Members can vote, however, they are not eligible to hold any position as office bearer.

ii) Annual member: The Annual Membership (individual) of the OHAI may be obtained by getting recommendation of any one of the Signatories of the MOA and making an one time Admission Fee of Rs. 100/- at the time of enrolment as a annual member and an annual Fee of Rs. 1500/- for professionals and Rs. 700/- for students. Student members would need to submit a copy of valid student ID. In the case of the discontinuity of payment of the annual INDIVIDUAL membership fee the renewal of annual membership may be obtained only after submission of Rs.1000/- as Re-admission Fee. In case any Annual Member having any office in the Working Committee or membership in the Executive Committee fails to renew his/her annual membership his office of WC/executive membership shall be terminated.

The Annual Membership (institutional) of the OHAI may be obtained by getting recommendation of any one of the Signatories of the MOA and making an one time Admission Fee of Rs. 100/- at the time of enrolment as a annual member and an annual Fee of Rs. 5000/-. In the case of the discontinuity of payment of annual INSTITUTIONAL membership fee the renewal of annual membership may be obtained only after submission of Rs. 1500/- as Re-admission Fee and Annual membership fee of 5000/-.

iii) Associate member: Foreign nationals may become Associate members of the OHAI by getting the recommendation of any one of the Signatories of the MOA and making a one-time Admission Fee of Rs. 500/- at the time of enrolment as a annual member and an annual Fee of Rs. 2500/-. Associate members, however, have no voting rights, and will not hold official positions.

d) The Signatories to the MOA have the power to recommend and pass new life memberships for the first three foundation years of the Association, after which period the Executive Committee has the power to recommend and pass new life memberships.

e) The Executive Committee may refuse to admit to membership any person without assigning any reason for the refusal provided that in the case of such refusal, the Executive Committee shall intimate the sponsoring member of such refusal within a maximum period of ten days from the resolution of the refusal and the members concerned shall have the right to call, within a period of thirty days of receipt of such intimation, an Extraordinary General Body Meeting to decide the issue.

f) Termination of membership:

i) A member may resign from the membership by giving the President and/or Secretary not less than fourteen days' notice in writing of his/her desire to resign.

ii) Membership shall be considered as terminated on the death of a member, because of unsound mind or on his/her becoming incompetent to contract.

iii) Any member who shall fail in the observance of any rule and regulation of the Society or on such grounds and evidence as the Executive Committee may consider sufficient, or who shall be held to have been guilty of any dishonourable act, practice or conduct may be excluded from the membership of the Society by a resolution passed by a majority of not less than three-fifths of the members present and voting at a General Body meeting; such member shall have seven clear days notice of the time and place of such intended termination sent by registered post, addressed to his/her last known place of business or to the address furnished by him/her in accordance with these Rules and regulations and shall be entitled to attend the Executive Committee meeting and hear the charges and evidence against him/her and to make any statements/adduce any evidence in rebuttal of the charges against him/her.

5. The office timings of OHAI are 9am to 4pm, Monday to Friday.

6. Meetings:

The Meetings of the OHAI shall be of four kinds:

i. Periodic Academic Conference including occasional Seminars, presentations and Workshops;

ii. One Annual General Body Meeting of OHAI, which shall consist of Life Members, Annual Members, Associate Members and Institutional Members;

iii. Minimum of two meetings of office holders and Executive Committee members for the purpose of the routine business and management of events, etc, (including physical or online presence).

iv. Extraordinary General Body Meetings as may be called for.

Members to be informed about ordinary meetings at least one month in advance.

For the General Body meeting a notice of at least 2 months to be given.

For a Extraordinary General Body Meeting a notice of fourteen days to be given.

7. Quorum:

The quorum of the Business Meeting (General Body Meeting) of the Association shall be 1/10th of the total number of Life and Annual Members.

8. Minutes and records:

The Secretary together with the Joint Secretary shall prepare and keep a record of the proceedings of all meetings in a book or books to be kept for the purpose. Such minutes shall be signed by the chairman of each meeting.

9. Executive Committee:

There shall be an elected Executive Committee of not less than 7 and not more than 21 members to manage the affairs of the Association in a non-paid position.

10. Working Committee:

There shall be a Working Committee of following members elected by the General Body each alternative year.

President	One	Elected
Vice-President	Two	Elected
Secretary	One	Elected
Joint-Secretary	Two	Elected
Treasurer*	One	Elected

No member shall remain a Member of the Executive Committee for more than two consecutive terms.

* The Treasurer may be assisted by a paid assistant.

11. The Executive Committee shall have the following duties:

- (i) Consideration of the Report prepared by the Secretary and laying it before the General Body of the Association;
- (ii) Consideration of the Budget prepared by the Treasurer, and laying it before the General Body of the Association;
- (iii) Framing the rules of business and placing them before the Business Meeting (General Body Meeting) of the Association for confirmation.
- (iv) Approval of Resolutions proposed for the Business Meeting (General Body Meeting);
- (v) Giving effect to the Resolutions of the Association;
- (vi) The taking of all measures relating to the realisation of the objectives of the Association; and
- (vii) Overseeing all new memberships to the Association.
- (viii) Management of all funds raised for and in the name of the Association;
- (ix) Sanctioning of expenditure;
- (x) Appointment of a Chartered Accountant for auditing the account of the Association.
- (xi) The power to revise all the membership fees as and when is required.

12. The quorum for a meeting of the Executive Committee shall be seven, including physical or online presence. Decisions at meetings shall be by the majority members present, with the President (or in his/her absence the Vice President) having the casting vote in addition to his/her own vote.

13. Financial Year and Accounts:

- i) The financial year of the Society shall be from 1st April to 31st March.
- ii) There shall be maintained all accounts of the Society as are required by law. The accounts shall be duly audited by a chartered Accountant at the close of every financial year.

14. Election of President and members of the Executive Committee:

(i) All the Life Members and the Annual Members present at the time of Election shall have right to vote.

(ii) All the Life Members and Annual members shall elect a President by secret ballot for a term of two years.

(iii) All the Life Members and Annual members shall elect an Executive Committee by secret ballot for a term of two years.

(vi) The Associate Members with Life or Annual Membership are not eligible to vote.

15. President:

The President shall preside over the meetings of the Association and of the Executive Committee and regulate their proceedings. S/he shall supervise the work of the Secretary and the Treasurer and be responsible for the observance of all Rules, Regulations and Bye-laws and the proper carrying out of the Resolutions of the Executive Committee and the Association. The President shall preside over all events conducted by the Association.

16. Vice-President:

The Vice-Presidents shall preside over the meetings in absence of the President and shall perform all the duties of the President in his/her absence.

17. Secretary:

The duties of the Secretary shall be:

- a. To conduct all correspondence of the Association and be responsible for maintaining all the documents including membership register of OHAI;
- b. To make arrangements for all the meetings in consultation with the President;
- c. To frame the agenda of the Meetings of the Association and the Executive Committee in consultation with the President and to issue notices for the meetings thereof;
- d. To maintain the Minutes of the Association and the Executive Committee;
- e. To prepare the Annual narrative report of the activities of Association.

18. Joint-Secretary:

The duties of the Joint Secretaries shall be to assist and complement the work of the Secretary.

19. Treasurer:

The Treasurer shall be the Financial Officer of the Association and shall keep charge of all accounts of the income and expenditure of the Association. S/he shall operate all Bank accounts of the OHAI jointly with the President and the Secretary. S/he shall prepare the Annual Budget in collaboration with the Secretary and place the accounts and the Budget before the Executive Committee. The Budget shall be circulated among the Members at least two weeks before the Business Meeting (General Body Meeting). The Treasurer shall interact with the Auditor and ensure that all accounts are audited in a timely manner.

20. Bank Account

The account of the Association will be opened in the names of the President, the Secretary and the Treasurer, in any Nationalized or Multi-National Bank of India in the city of the Headquarter of OHAI. This account will be operated jointly by any two of the following:

- a) President;
- b) Secretary;
- c) Treasurer;
- d) Or any other member as decided by the Executive Committee.

The Executive Committee is empowered to change the signatories of the bank account as and when necessary.

21. Utilisation:

The funds and the income of the Society shall be solely utilised for the achievements of the objects of the Society and no portion of it shall be utilised for payment to the members by way of profit, interest or dividend.

22. Investment:

The funds of the society shall be invested in the modes specified under the provisions of Section 13(1)(d) read with section 11(5) of the Income-tax Act, 1961 as amended from time to time.

23. Beneficiary Clause:

The benefits of the Society shall be open to all irrespective of caste, creed, gender or religion.

24. Suits by and against the Society:

The Society may sue or be sued in the name of the President or any member of the Executive Committee as shall be determined by the Executive Committee of the Society and in default of such determination, in the name of such person as shall be appointed by the Executive Committee for the occasion.

25. Amendments of Memorandum of Association and Rules:

The Rules of the Association may be amended in the following manner:

- i. Proposals for amendment, deletion, addition or alteration in the Memorandum of Association and / or the Rules and regulations of the Society shall be addressed to the Secretary two months before the next General Body Meeting;
- ii. Such amendments shall be circulated among the Members of the Executive Committee by the Secretary at least one month before the Session of the meeting;
- iii. The Executive Committee shall consider the amendments and make such recommendations to the Association as it may deem desirable and shall place them at the General Body of the Association for its approval and adoption in the constitution of the OHAI.
- iv. The General Body can amend the Memorandum of Association and / or Rules and Regulations by a simple majority.

Provided that in case of any alteration, abridgements or addition to the objects of the Society or its amalgamation with another society or the change of the name of the society, the provisions of Sections 9 and 10 of the Societies Registration Act, 1960 shall apply. However, no amendments to the Memorandum of Association / Rules and Regulations shall be made which may prove to be repugnant to the provisions of the sections 2(15), 11, 12, 13 and 80G of the Income Tax Act, 1961, as amended from time to time. Further no amendments shall be carried out without the prior approval of the Commissioner of Income Tax.

26. Dissolution:

Any number not less than three fifth of the total members of the society may determine that it be dissolved and thereupon the Society shall be dissolved forthwith or in such time as agreed upon in accordance with the procedure laid down in Section 22 of the Societies Registration Act, 1960.

At any time, if it is found that the affairs of the Association cannot be carried on, for reasons valid, the Executive Committee by a 3/4th majority may recommend the winding up of the association at an Extraordinary General Body Meeting specially called for that purpose. The Association cannot be wound up save by a clear majority of 3/4th of the members voting at the Extraordinary General Body Meeting, should it be decided to wind up as aforesaid if there shall remain any property whatsoever, the same shall be given to some other association or organization having similar objects to be determined by the votes of not less than 3/4th of members of the association present at the meeting called for that purpose. In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Society but the same shall be transferred to another Society/ Trust whose objects are similar to those of this Society.
