

## Model bylaws

### Memorandum of Association

of -----

- The name of the society shall be ----- hereinafter referred to as -----
- Registered office of the ----- shall be situated at-----  
-----  
-----
- The area of operation of this society shall be-----
- Object for which the Society is established shall be:
  - to promote film making and film studies.
  - to promote the idea of progressive cinema
  - to promote the study of films and video as an art and a social force.
  - to promote the public appreciation of film and videos of artistic values
  - to promote the research on cinema.
  - to encourage the production of films and videos of artistic value.
  - to promote the film society movement in collaboration with other film societies / organizations having similar objects.
  - to promote and maintain friendship with the people of foreign countries through screening, exchange of films , seminar and publication on cinema.

- to co-operate with National and International organizations having similar objects.

The committee to administer the society consists of the undersigned who are desirous of forming a society in pursuance of this Memorandum of Association under the Societies Registration Act XXI of the 1860 and Travancore Cochin literary Scientific and Charitable Societies Registration Act 1955.

Name	Address	Occupation
Signature		

## Rules and Regulations

of -----

- (a) The rules given below may be cited as the Rules of the -----
  - Subject to the provision of the Societies Registration Act ( Act XXI of 1860), Travancore Cochin Literary Scientific and Charitable Societies Registration Act.1955 and the provisions contained in the Memorandum of Association of the ----- these rules shall govern the Society.
  - To carry out the objects of the ----- which are stated in the

Memorandum of Association , ----- shall have powers

- to enroll persons of not less than 18 years as members of the society.
- to screen films of India and other countries.
- to collect and purchase films , slides, journals, booklets and books on cinema and maintain a library thereof:
- to establish and maintain museums , collections , libraries, reading room, auditorium etc. and to translate, compile, collect , publish , purchase and sell any literature bearing upon any subject relating to films and not contrary to the motto of the society.
- to organize and participate in film festivals , lectures , seminars , conferences etc. in India and abroad;
- to hold meetings, conferences, lectures, seminars, symposium and discussion on cinema and other arts;
- to publish books , periodicals, reports, articles etc. on cinema and other arts;
- to establish and maintain contacts with similar organizations and institutions both National and International;
- to affiliate itself to National and International organizations having similar aims and objects;
- to raise funds and /or loans from the members and from other sources and pay and receive grants, bequests, donations , subscriptions etc.
- to collect funds by way of screening films , sale of programme notes, books, periodicals etc.
- to hire, acquire , purchase, mortgage, lend or sell movable or immovable

properties ;

- to draw and accept cheques etc;
- to appoint part-time or full time workers and pay them such honorarium or remuneration as may be decided upon by the Executive Committee;
- to take any other suitable action as may be incidental or conducive to the attainment of the objects of the-----,-----or any of them; and
- to amend rules as and when occasion arise;
- to do all such things as may be deemed incidental or conducive to the attainment of the foregoing objects;

### **Membership in the -----**

- Membership of the ----- shall be open to persons of not less than 18 years of age who shall subscribe in writing to the Memorandum of Association and the Rules which may be in force at the time of the application for membership or at any other subsequent time.
- Every candidate for membership shall apply in writing in the form prescribed by the Executive Committee of ----- . No person shall be a member unless he/she is selected by the Executive Committee whose decision shall be final. The Executive Committee shall be under no obligations to state any reason for the rejection of any application for membership.
- Membership Subscription for a member shall be Rs. -----/ annually) . There will be an admission fee of Rs. ----- . The annual subscription shall be payable at a time.
- Register of Members: The society shall maintain a Register of members containing the names, address, occupation, the dates of entry and cessation of membership of

the members. The register will be kept open for inspection of the members of the society on requisition.

### **Mode of payment of Subscription**

- (a) After the selection by the Executive Committee every candidate for membership shall be notified of the decision of the Executive Committee . Within a fortnight of the issue of such notification the selected candidate shall pay the admission fee together with the subscription, as indicated in Rules , to the office of the ----- . Thereafter, all subscription shall be payable by the members in advance of the period for which it is meant.
  
- The annual subscription shall cover the period of one year from ----- to-----.
  
- All Members irrespective of the time of joining must pay the annual subscription for the year of joining within one month from the date of joining.
  
- All subscriptions must be paid within ----- . If a member is in default of paying the subscription in advance, the Executive Committee may remove his/her name form the Register of Members.

### **Executive Committee:**

- The Executive Committee shall comprise of :
  - President
  - General Secretary
  - Treasurer

- Other Committee Members

### **General Body Meeting :**

- The general body meeting shall be convened by the General Secretary with the consent of the President and the Executive Committee at least once in a year.
- The General Body meetings must be presided over by the President.
- The meetings shall be informed either through e-mail, post, website of the film society or over phone at least ----- before the meeting.
- If any possession of the society happens to be stolen or loss, then the general body may take decision on how to reclaim /replace the lost on the basis of a majority opinion.

### **Annual General Meeting :**

- The Annual General Meeting shall be held in the month of ----- . At this meeting the Annual Report, Expenditure statement and the Balance Sheet of the past year must be presented to and passed by the General Body . This must then be signed by the President, Secretary, Treasurer, Auditor, and a member of the society to be submitted within two weeks from the date of Annual General Meeting at the Registrar's Office.
- Once in every two years the Executive Committee must be reframed by the General Body through majority polls in the Annual Body Meeting . The Executive Committee must comprise of a President , Secretary, Treasurer and other committee members. The newly elected members of the Executive Committee must also be informed to the Registrar.
- The Executive Committee shall have the following powers
  - give consent for membership;

- co-opt a new executive member with the consent of general body in case of anyone of the Executive member's resignation;
  - form sub-committees and entitle them with duties in the activities of the society;
  - formulate restrictions and amendments;
  - raise fund to meet the needs of the society;
  - maintain registers that records the expenditure, balance, membership and activity records of the society;
  - make bank transactions( and hence must be answerable to the General Body for every single rupee that is spent).
- The President shall preside over all meetings of the Society and give suggestions and instructions for the smooth functioning of the society . If in case any members' words or deeds transgress the societies interest or opinions the President is dutiful to avoid him/her from such acts while working with the society's . If in case the interest of the general body equates with that of its disinterest then the President casting vote would be the final decision on the matter of concern. The President must call for Executive Committee Meeting if more that 3members of the Executive Committee or the President himself/ herself realizes a need.
  - The secretary must keep record of all the activities of the society. He/She must be instrumental in preparing and presenting the Annual Report. The Secretary is also responsible for preparing the programme schedule for all the meetings of the Society and make other arrangements for its conduct. In the absence of the Treasurer, the Secretary could meet the expense of the activities of the society and must collect the money after presenting vouchers from the Treasurer. On such instances subscriptions and donations could also be collected by the secretary. He/She is liable to present the activity records to the members of the society on their request. When the Secretary leaves the office he/she must handover the records to the newly elected person duly

informing him/ her in writing whatever is handed over which the new Secretary is liable to file with the records. The Secretary must also give explanations and make clear instances of expenses with the audit Committee in case of any discrepancy /doubt which may arise.

- The Treasurer must keep record of all expenditure and balance statements of the activities in the Society and must avail receipts and collect vouchers and bills to substantiate all expenditure. He/She is responsible to collect money that is due to the Society and must report to the Secretary the failure in paying the annual subscription in order to proceed with the necessary action. The Secretary must also prepare the Annual Income & Expenditure Statement and Balance Sheet to be presented and acknowledged by the General Body on the Annual Meeting . He/She must be in possession of the cheque book and Pass book of the society and must be answerable to the queries of the audit committee regarding the savings and expenditure of the society.
- All Executive Committee members are responsible for the smooth functioning of the society and to host novel programmes to bring the Society to its glory and prosperity.
- All members must attend the meetings on time. They must maintain the discipline of gathering and should impart their valuable suggestions and comments for effective decision-making . All must work together for the enhancement of the Society.
- If any rules stated here need revision, addition, or amendment then the general body must pass the suggestions and it must be duly reported to the Registrar within a fortnight.

### **Dissolution of the Society:**

- Upon the dissolution of this society there shall remain , after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the society or any of them, but shall be given to



some other society, to be determined by the votes of not less than three-fifths of the members present personally or by proxy at the time of the dissolution, and if not, shall be referred to the principal court of original civil jurisdiction of the district in which the registered office of the society is situated and the court shall make such order in the matter as it shall deem requisite.