

PROPOSED AMENDMENTS ARE HIGH LIGHTED

Rules and Regulations

1. NAME: The Kerala Numismatic Society
2. POSTAL ADDRESS: 13B, 1st Floor, GCDA Shopping Complex, Marine Drive, Kochi, Kerala-682031.
3. REGISTERED OFFICE: 13B, 1st Floor, GCDA Shopping Complex, Marine Drive Kochi, Kerala-682031.
4. WORKING AREA: India

AIMS AND OBJECTS

This Society acts in accordance with the Travancore Cochin Literary Scientific and Religious Society Registration Act 12 of 1956 and it shall be a non-profit sharing society and the profit if any will not be shared to the members.

1. To promote and guide the study of coins, paper currencies, tokens and medal collection
2. To organise meetings, discussions, exhibitions etc. in order to popularise and encourage coins, paper currencies, tokens and medal collections.
3. To print and publish the periodicals, books and other literature from time to time as may seem conducive to any of these objects.
4. To set up reference library and encourage research on numismatics.
5. To give assistance in finding out age, quality and evaluation of the coins.
6. To conduct meeting/Lectures from time to time for exchange of coins and offer expert help in their study among the members.
7. To collect, hold and to disperse funds and properties for the purpose of promoting the above objects.

MEMBERSHIP

1. Any person who is a major (18 years) and interested in Numismatics is eligible for membership of the society. The managing committee shall however have full authority to accept or reject the applications for membership without giving any reason. The Managing committee has also the power to terminate the membership of any person whose conduct has been found not in keeping with the character and objectives of the society.
2. There will be the following categories of members of the society
 - a. Students.
 - b. Patrons.
 - c. Honorary Fellows.
 - d. Individual Life Member
 - e. Institutional Members
- d. Individual Ordinary Members to be dropped and converted to Student Member.
3. The Life Membership fee for an individual member is Rs.2000/- and Foreign member(NRI) is US\$ 100/- payable in advance. An Additional admission fee for Rs.50/- and US\$ 1 is to be paid by all category members at the time of admission.

4. All Students will be encouraged to participate in the activities of the society including the monthly meetings, seminars and exhibitions. However he/she will not enjoy the same privilege as a Individual life member in all proceedings including voting. He/she will not be entitled to be elected as a member of the executive committee. After becoming a major he/she can continue being a part of the society by becoming a life member paying the necessary membership fee of 2000/- and the usual admission fee of Rs.50/-.
5. **Patrons** – Any person who is interested in promoting Numismatic studies and who agrees to contribute Rs.1,00,000/- or more to the society's fund shall become a patron if the proposal is accepted by the managing committee and on payment of the said amount.
6. Any person of eminence may be elected as patron by the member committee.
7. **Honorary Fellows:**
 - a. A person shall be elected as an honorary fellow of the society if he has attained an eminent position by his outstanding contribution in the field of Indian numismatics.
 - b. Any Proposal for the honorary fellowship must be submitted to the managing committee in writing and such proposals must be adopted unanimously by the committee.
 - c. An honorary fellow shall be presented with a citation as a token of admiration for his services to the cause of Numismatics.
 - d. The decision of the committee will be reported at the next annual general body meeting of the society.
8. **Individual Life Members, Student Members.**
 - a. Persons believing in the aims and objectives of the society and interested in the progress and study of Numismatics may become an individual life member, student member of the society.
 - b. Application for individual life membership/Student membership shall be made in writing on the form prescribed by the Society. They are required to disclose true and complete details as requested in the application and submit a self-attested copy of his photo ID and address proof. A Student member will have to provide a certificate from his/her school, college in addition to the above in the format provided by the society.
 - c. On acceptance of the application by the secretary the applicants shall pay the prescribed fee and he/she shall be enrolled as life member/student member.
9. **Institutional Members:**
 - a. Institutions like Universities, Museum, Research Societies, Libraries, Numismatic clubs and other academic institutions shall be eligible to become institutional members of society.
 - b. The application for admission to institutional membership shall be made in the prescribed form of the society through the representative of the institution.

c. The Managing Committee may accept the application after scrutiny and enrol the applicant as an institutional member on receipt of the Life membership fees and the usual admission fee of Rs.50/-.

e. The institution member is entitled to send atleast one duly accredited representative as delegate to the annual general body meeting of the society. He/She will enjoy the same privilege as an individual member in all proceedings including voting. He/ She will not be entitled to be elected as an office bearer or as a member of the executive committee.

TERMINATION OF MEMBERSHIP

1. A patron, an honorary fellow and all other categories of membership may sever his,her connection with the society by giving a notice in writing to the Secretary.

2. Any member whose conduct and activities are in the opinion of the Managing Committee detrimental or prejudicial to the interests, character, harmony or good order of the Society or its members may be removed from the membership of the Society by the Managing Committee.

3. Any member who is removed from the membership under the above rule shall have the right to appeal to the Managing Committee, which may allow or deny re-admission. Nothing herein contained shall debar the Managing Committee from re-admitting a member, whose membership has been terminated or on his/her resignation from the Society, provided He, She applies for membership along with payment of a re-admission fee of Rs.1,000/-. However such a member whose membership is renewed cannot re-join the Managing Committee or participate in elections for the Managing Committee for the next five years from the date of his readmission.

RIGHTS & OBLIGATIONS OF MEMBERS:

(i) The members with voting right shall be entitled to exercise their voting right in the election of the members of the Committee.

(ii) Members shall be entitled to receive copies of the following documents on written request.

(a) Bye-laws

(b) Receipts and Expenditure Account for the previous financial year and

(c) The Balance Sheet for the previous financial year.

(iii) The members shall be entitled to receive notice of every General Meeting within the period prescribed in these Byelaws, namely, 21 days before the day appointed for such meeting excluding 48 hours required for serving the notice.

(iv) The books containing the minutes of the General Meeting and of the Committee and books of accounts of the society shall be open to inspection, during Monthly meetings by any member free of charge.

(v) On death of a Life Member his membership will be given to his nominee as mentioned in his application at a subsidised rate of Rs.100. The Nominee will have to provide a copy of the death certificate, fill a fresh form with his details and his photo ID and address proof.

MANAGEMENT

- a. The Management of the society shall be vested in the Managing Committee consisting of
 - i) One President
 - ii) Two Vice Presidents
 - iii) One Secretary
 - iv) One Joint Secretary
 - v) One Treasurer and
Six Committee Members
- b. The Managing Committee is empowered to nominate extra committee members from the existing current list of members. All office bearers of the managing Committee will be elected in the Annual General Body meeting.
- c. The office bearers shall hold office for two years or till the next Annual General Body meeting thereafter. They will however be eligible for re-election.
- d) A member who lost his membership of the society shall automatically cease to be a member of the Managing Committee. Such a member whose membership is renewed cannot re-join the managing committee or participate in elections for the managing committee for the next five years from the date of his readmission.
- e) The Managing committee shall meet at least once in three months.
- f) The quorum of the committee shall be five. In the absence of the President any one of the Vice Presidents shall preside over the meeting. In case the Vice presidents are also absent, the committee members shall elect one among them to preside over the meeting.
- g) The managing committee shall have the powers to make, repeal and amend rules provided such amendments or modifications shall be ratified at the next Annual General Body Meeting.
- i) The decisions are to be by a majority of votes and in case of a tie, the president or whoever presides over the meeting shall have a casting vote.
- j) All office bearers of the society shall function purely on honorary basis.
- k) The managing committee shall have right to formulate or nominate members for constituting sub-committees for specific programmes

FUNCTIONS OF OFFICE BEARERS

- 1) **President**
The president shall preside over all the meetings of the society including annual conference and guide its deliberations as per rules and regulations of the society.

2) Secretary

- a) The secretary is the Chief Executive of the society. He is responsible for the proper discharge and execution of the decisions of General Body and Managing Committee. He shall attend to all correspondence on behalf of the society and manage according to the rules and regulations laid down
- b) He shall issue notices for the meetings stating the date, time and venue of the meeting with Agenda
- c) He shall keep minutes of the proceedings of the General body and other meetings including the Managing Committee meetings.
- d) He shall keep all records necessary showing the assets, stationary and other items deemed necessary.
- e) He shall prepare the annual report about the working of the society showing its activities, progress, financial condition etc. The report shall be presented for the approval of the Managing Committee before presenting to the General Body.
- f) The secretary shall prepare the Annual Budget at the beginning of the year and after approval of the Managing Committee the same must be presented at the General Body for approval.
- g) The Secretary is authorised to incur all recurring and other expenses of the society and for this he is authorized to keep at a time not more than Rs.5000/-.

3) Treasurer

He will be in charge of the funds of the society and will operate the accounts of the society along with either the President/Vice President or the Secretary. He shall take all steps to collect membership fee from the members and other grants/donations etc. He shall take necessary steps to keep proper accounts and ensure that the money is spent according to the Budget to be presented at the Annual meeting and present the same to the Managing Committee before presenting to the Annual Meeting.

Funds:

- i) All amounts received by the society shall be deposited in any scheduled/nationalized bank in the name of the society. All accounts will be operated by the treasurer along with president/vice president or the secretary.
- ii) The treasurer may incur expenses from the funds of the society in consultation with the secretary with the approval of the managing committee.

Election of Office Bearers

The election for the Managing Committee shall be held not later than 15th April of every Second year.

A. List of Eligible Voters

A list of voters shall be prepared in the year in which the election is due to be held. The member who has completed minimum 2 months as member from the date of his enrolment and who is an active member shall be included in the provisional list.

The list of voters will be made available for inspection, during Monthly meetings for members two months before the election.

Every claim or objection shall be in writing and state the grounds on which the claim is based or the objection is raised, as the case may be. They have to be submitted before the next monthly meeting after which the list of voters was made. The decision of the Presiding Officer after discussions with the Managing committee will be final word on the subject.

B. Appointment of Presiding Officer, Assistant Election Officers:

The Managing Committee will appoint a Presiding Officer and may also appoint one or more persons to be called as the Assistant Election Officer to assist the Presiding Officer. These officers are to be selected from the society's existing members itself.

It shall be the general duty of the Presiding Officer to do all such acts and things as may be necessary for effectually conducting the election in the manner provided in the bye-laws made by the society.

C. Declaration of Election Programme

The Presiding Officer, with prior approval of the Managing Committee shall draw and declare a programme of various stages of election, one month before the elections for the information of final list of voters of the society, which shall be as follows :—

- (i) Date of election programme.
- (ii) Last date/time for making nominations.
- (iii) The date/time of publication of list of nominations received.
- (iv) The date/time of scrutiny of nominations.
- (v) Date/time of publication of list of valid nominations after scrutiny.
- (vi) Date/time by which candidature may be withdrawn.
- (vii) Date/time of publication of final list of contesting candidates.
- (viii) Date and time during which the poll shall be taken.
- (ix) Date, time for counting of votes.
- (x) Date, time of declaration of results of voting.

D. Nomination of candidates

Any member whose name appears in the final list of voters may be nominated as the candidate for the election to fill a seat, if he is qualified to be chosen under rules and the bye-laws of the society.

Any person whose name is entered in the list of voters may be a proposer or seconder for nominating a candidate for election

A nomination paper shall be supplied by the Presiding Officer to any voter on demand.

E. Nomination paper, Validity, Scrutiny and Publication

On or before the last date, time for making nominations, each candidate shall either in person or by his proposer, deliver to the Presiding Officer during the time and at the place specified in the programme declared.

On the presentation of a nomination paper, the Presiding Officer shall satisfy himself that the names and the membership numbers of the candidates and his proposer and seconder as are entered in the nomination paper are the same as those entered in the list of voters.

If a nomination paper is rejected as per rules and the bye-laws of the society, the Presiding Officer shall record thereon his reasons for rejecting the same.

However the Presiding Officer shall permit any clerical or technical error in the nomination paper in regard to the said names or numbers to be corrected in order to bring them into conformity with the corresponding entries in the list of voters and where necessary, any clerical or printing error in the said entries shall be overlooked.

The Presiding Officer shall then examine the nomination papers and shall decide all objections which may be made to any nomination and may, either on such objection or on his own motion, after such summary inquiry, if any, as he thinks necessary reject any nomination because the candidate is disqualified for being chosen to fill the seat by the bye-laws of the society.

Immediately after all the nomination papers have been scrutinized and the decisions accepting or rejecting the same have been recorded, the Presiding Officer shall prepare a list of candidates whose nominations have been accepted.

F. Withdrawal of candidature

Any candidate may withdraw his candidature by notice in writing subscribed by him and delivered to the Presiding Officer before the last time of withdrawal of candidature as specified in the election programme.

The notice shall be given either by the candidate or by his proposer in person in writing.

The Presiding Officer shall, on being satisfied as to the genuineness of a notice of withdrawal and the identity of person delivering it. Publish the names in list of withdrawals

G. Appointment of Election Agents

The candidate shall give notice of such appointment to the Presiding Officer by delivering or forwarding the letter of appointment to the Presiding Officer at the time of presentation of the nomination paper.

No person, who is subject to any disqualification as a voter or being elected to the member committee by the bye-laws, shall be appointed as an election agent.

H. Uncontested election

If after the expiry of the period within which candidatures may be withdrawn, the number of candidates in the candidates whose nominations have been accepted is equal to or less than the number of seats to be filled, the Presiding Officer shall forthwith declare such candidate or all such candidates to be duly elected to fill the seat or the relevant number of seats, as the case may be.

I. Manner of voting at elections

At every election votes shall be given by secret ballot and no votes shall be allowed by proxy.

J. Ballot paper

A Specially printed ballot paper with a chosen color and clearly printed serial number and sufficient columns for accommodating all posts should be printed.

K. Polling

- a) A List of eligible voters shall be provided.
- b) A list of contesting candidates with their names, Membership Numbers and contesting post shall be displayed in areas the voters can access freely.
- c) A Properly sealed ballot box shall be provided for the voters to register their votes

L. Identification of voters

Each voter shall carry with him his Photo Identity proof issued by the Election Commission of India, Central or State Government or Photo Identity Card issued by society as per provisions in bye-laws of the society.

The Presiding Officer or Officers authorized by him in this behalf shall check the voter's name and other particulars with the relevant entry in the list of voters.

In deciding the right of a person to obtain a ballot paper, the Presiding Officer, shall overlook clerical or printing errors, in any entry in the list of voters, if he is satisfied that such person is the same voter whom that entry relates. Or he may seek the help of the current Managing committee to identify the said person.

M. Issue of ballot paper

(1) No ballot paper shall be issued to any voter before the hour fixed for the commencement of the poll.

(2) No ballot paper shall be issued to any voter after the hour fixed for the closing of the poll, except to those voters, who are present at the polling queue at the time of the closing of the poll. Such voters shall be allowed to record their votes even after the poll hour's close.

(3) Every ballot paper shall before issue to a voter be—

- (a) Stamped with such distinguishing mark as Presiding Officer may direct; and
- (b) Signed in full on its back by the Presiding Officer.

(4) At the time of issuing a ballot paper to a voter, the voter will acknowledge the receipt of the ballot paper by signing on the counterfoil of the ballot paper.

N. Voting procedure

The voter shall clearly write the name of the candidates or their membership numbers of his choose and their relevant posts on the ballot paper supplied and drop it the ballot box before the time of closing of the polls.

O. Spoilt and Returned ballot papers

(1) A voter who has inadvertently dealt with his ballot paper in such manner that it cannot be conveniently used as a ballot paper may, on returning it to the Presiding Officer and on satisfying him of the inadvertence, be given another ballot paper and the ballot paper so returned shall be marked 'Spoilt, cancelled' by the Presiding Officer.

(2) If a voter after obtaining a ballot paper decides not to use it, he shall return it to the Presiding Officer and the ballot paper so returned shall be marked as 'Returned cancelled' by the Presiding Officer.

3) All ballot papers cancelled shall be kept in a separate packet.

P. Closing of poll

(1) The Presiding Officer shall end the polling at the hour fixed in that behalf and shall not thereafter admit any voter into the polling queue.

Provided that, all voters present in the polling queue before it is closed shall be allowed to cast their votes.

(2) If any question arises whether a voter was present at the polling queue before, it was closed, it shall be decided by the Presiding Officer and his decision shall be final.

Q. Sealing of ballot boxes after poll

(1) As soon as practicable after closing of the poll, the Presiding Officer shall, in the presence of any candidates or their polling agents, close the slit of the ballot box and where the ballot box does not contain any mechanical device for closing the slip, he shall seal up the slit and also show any polling agents present to affix his seal/signature.

(2) The ballot box shall thereafter be sealed and secured.

(3)The Presiding Officer shall at the close of the poll prepare a ballot paper account.

(4) The Presiding Officer shall then make into separate packets,—

(a) The Marked copy of the list of voters;

(b) The unused ballot papers;

(c) The spoilt and returned ballot paper;

(d) The covers containing the tendered ballot papers and the list of the tendered ballot papers;

(e) The list of challenged votes; and

(f) Any other papers directed by the Returning Officer to be kept in a sealed packet.

Each such packet shall be sealed in presence of the Presiding Officer and those polling agents present.

If the ballot box used at a polling station is unlawfully taken out of the custody of the Presiding Officer or is accidentally or intentionally destroyed or lost, or is damaged or tampered with, to such an extent, that the result of the poll cannot be ascertained. Then fresh polling will be conducted and by-laws made thereunder, shall apply to every such poll as they apply to the original poll.

R. COUNTING OF VOTES AND DECLARATION OF RESULTS

1. Counting of votes

At every election where a poll is taken, votes shall be counted by, or under the supervision and direction of the Presiding Officer and each contesting candidate and his counting agent shall have a right to be present at the time of counting. The Presiding Officer may allow such number of counting agents per candidates so as to conduct the counting process in free, fair and transparent manner

2. Scrutiny and opening of ballot boxes

Before any ballot box is opened at a counting table the Presiding officer and counting Agent present at that table shall be allowed to inspect the paper seal or such other seal as might have been affixed thereon and to satisfy them that it is intact.

S. Scrutiny and rejection of ballot papers

- (1) The ballot papers taken out of each ballot box shall be arranged in convenient bundles and scrutinized.
- (2) The Presiding Officer shall reject a ballot paper,—
 - (a) if it bears any mark or writing by which the voter can be identified, or
 - (b) if no vote is recorded thereon, or
 - (c) if votes are given on it in favour of more than one candidate, where only one candidate is to be elected, or
 - (d) where more than one candidate is to be elected, if the voter has recorded on the ballot paper more votes than he is entitled to give, or
 - (e) if the vote done is in such manner as to make it doubtful to which candidate the vote has been given, or
 - (f) if it is a spurious ballot paper, or
 - (g) if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established, or
 - (h) if it bears a serial number, or is of a design different from the serial number or, as the case may be, design of the ballot papers authorized for use at the polling station,
 - (i) if it does not bear the distinguishing mark as Election Officer had directed.

T. Procedure for counting of votes

- (1) Every ballot paper which is not rejected shall be counted as one valid vote:
- (2) After the counting of all ballot papers contained in the ballot box used has been completed, the Presiding Officer shall make the entries in a result-sheet and announce the particulars.

(3) The valid ballot papers shall thereafter be bundled together and kept along with the bundle of rejected ballot papers in a separate packet which shall be sealed and on which the date and particulars of the election shall be recorded,

U. Recount of votes

When an equality of votes is found to exist between any candidates a recount of votes shall be done. If the equality still exists. The addition of one vote will entitle any of the candidates to be declared elected, the determination of the person or persons to whom such an additional vote shall be deemed to have been given shall be made by lots to be drawn in the presence of the Presiding Officer and the candidates who may desire to be present.

V. Custody of papers relating to elections

The Presiding Officer/Secretary shall keep in custody the sealed packets and all other papers relating to the elections up to 6 months from the date of declaration of result or in the case of election dispute as directed by the Court

W. Production and inspection of election papers

While in the custody of the Presiding Officer/Secretary,—

- (a) the packets of unused ballot paper;
- (b) the packets of used ballot papers whether valid, tendered or rejected;
- (c) the packets of marked copies of the voters list,

shall not be opened and their contents shall not be inspected by, or produced before, any person or authority, except under the order of the Court.

X .Disposal of election papers

The Election packets referred to shall be retained for a period of six months and shall thereafter be destroyed, subject to any direction to the contrary given by the Court.

OTHERS

- i) The accounting year of the society shall be from 1st April to 31st march.
- ii) The audited annual accounts must be submitted at the Annual General Body meeting.
- iii) The general body shall nominate the auditor.
- iv) The quorum of the annual general body meeting or extra general body meeting shall be Twenty Five (25). If at any meeting shall there be no quorum even after waiting for half an hour from the stipulated time, the meeting shall be adjourned to the same day & time at the same place next week.

- v) Monthly meeting of the society shall be held on 2nd Sundays of every English month at a time and place to be notified by the secretary.

AMENDMENTS

- a) The Constitution/Bye-Laws may be altered or amended or repealed by a vote of not less than two thirds of the members present provided that previous notice for amendment / alteration is served to the members in advance.
- b) "No amendment to the memorandum, Rules and regulations will be made without the prior approval of the Commissioner of Income Tax"

THE SEAL

Any suit by the society or in the name of the society shall be filed in the name of the secretary and decision on management of the suit shall be vested in the managing committee. The Managing committee shall have powers to meet the expenses of the suit. Enforcement of decree against the official named on behalf of the society shall not be executed against the property, movable or immovable or against the body of such person or office, but against the property of the society only.

DISSOLUTION

Of upon the dissolution of the society there remains after meeting all its debts and liabilities and property, including all assets, whatsoever the same shall be given or transferred to some institution or trusts having objects similar to that of the society, or to the Government

(Note: The above rules and regulations (bye laws) includes amendments with corrections and additions approved by the members at the annual general body meeting on 14th June 2015 and as filed with the registrar of societies on 8th September 2015)

Amendments to the above bye law:

Election of Office Bearers:

Old : The election for the managing committee shall be held not later than 15th April of every second year in the Annual General Body Meeting.

Proposed and Passed: The election of the managing committee shall be held not later than 31st August of every second year in the Annual General Body Meeting.

A Virtual Platform may be used to conduct the same if necessary.

(Note: The above amendment was approved by the members at the annual general body meeting on 10th April 2022 and as filed with the registrar of societies)