

**MEMORANDUM OF ASSOCIATION  
AND RULES FOR COMMUNITY RADIO ASSOCIATION**

**1. NAME OF THE SOCIETY**

The name of the Society shall be “Community Radio Association” and herein after called “CRA” registered under the Societies Registration Act of 1860 and the rules framed there under.

**2. REGISTERED OFFICE OF THE SOCIETY**

The registered office of the Society shall be situated in 46, Ishwar Nagar Colony East New Delhi- 110065.

**3. NATURE AND SCOPE:**

**3.1 Nature:**

- (i) CRA will be a non-profit and non-political in nature.
- (ii) To bring all the desirous and functional community radio stations under one umbrella and to strengthen and develop the community radio movement in India to represent the voice of the voiceless.

**3.2 Scope:**

The scope of operation of the Society shall be the whole of India. It may also take up assignments abroad, if needed.

**4. AIMS AND OBJECTS OF THE SOCIETY**

The aims and objectives to be pursued by the Society are –

Main Objective: The CRA must promote, encourage, support and facilitate all functional and desirous Community Radio Stations (CRS) in India and abroad, if necessary and required.

**Other Objectives:**

- (i) To promote the concept of the CRS in areas those are hitherto unreached and provide a voice to communities across the country, through this medium. To promote community radio as a tool for

empowerment, peace and harmony, development and inclusive growth by disseminating information.

- (ii) To create opportunities and infrastructure for consultancy, for training CRSs in India and abroad.
- (iii) To promote interest in general public in CRSs and spread the benefits of CRSs far and wide.
- (iv) To use audio visual media for furtherance of its aims and objectives.
- (v) To receive grants, donations, fees, support and assistance in any form for the furtherance of the objectives.
- (vi) To subscribe or provide grants or assistance.
- (vii) To liaise with government and other agencies regarding smooth functioning of CRSs all over India.
- (viii) To hold local, regional and national camps and conduct workshops.
- (ix) To create systems and models on technical excellence and innovative programmes.
- (x) To offer training courses on its own or in association with national and international organizations/institutions of repute.
- (xi) To serve as facilitation agency to existing and new applicants of community radio.
- (xii) To work constantly for networking and exchange of programmes between CRSs and content providers based in India.
- (xiii) To promote, maintain and set up CRA Standards to provide a self-regulatory mechanism.
- (xiv) To develop a model policy for sustainability.
- (xv) To protect the interests of CRS practitioners and ensure security for all operational CRSs.
- (xvi) To evolve a self-sustainable policy/model for community radio and evolve a CRA rating system, which may be acknowledged worldwide.
- (xvii) To serve as a single clearing agency for the expeditious setting up of and operationalizing of the CRS.
- (xviii) To expand the scope for CRA by setting up regional and state chapters, advisory groups, consultative committees, working group that would work in the interest of the community radio.
- (xix) To create a code of best practices and institute awards, rewards, fellowships or scholarships or any other such incentives that may guarantee a healthy competitive spirit among CRSs and also help in furthering cost of the Community Radio.

(xx) To purchase, lease, secure by exchange or license, hire or otherwise acquire any movable or immovable property and any interest, easement, right and privilege necessary or alter any movable and immovable property of the Association and undertake such other activities as may be necessary and incidental to the objectives.

(xxi) To frame bylaws and rules & regulations for the conduct of business of the Association and its office bearers and employees.

(xxii) To do all such lawful acts, deeds and things as are incidental or conducive to the attainment of the objectives or any of them.

5. All the income, earnings, movable properties of the Society shall be utilized and applied towards the promotion of its aims and objectives only as set forth in the "Memorandum of Association" and no profit or part thereof shall be paid or transferred, directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the member of Association or any other person.

No member of the Association shall have any personal claim on any movable or immovable properties of the Association or make any profits whatsoever by virtue of his or her membership.

6. Member(s) of the EC shall be chargeable only for money and securities actually received by him notwithstanding his signing any receipt for the sake of conformity and shall be answerable and accountable only for his own acts, receipts, neglects, or defaults and not for those of any other Member(s), nor for any banker, broker, or other person with whom any Association's money or securities may be deposited, nor for the insufficiency or deficiency of any securities or assets, nor for any other loss, unless the same happens through his own willful neglect or default.

7: No individual Member shall be liable for any legal claims or financial loss to the Association, arising by reason of any act (s) done in good faith or for improper investment made in good faith or for the negligence or fraud of an agent employed by him even though the employment of such agent was not strictly necessary or expedient, or by reason of any mistake or omission made in good faith by any Member or by reason of any other matter or thing, except willful and individual fraud or wrong doing or neglect on the part of the Member sought to be made liable.

## 8. EXECUTIVE COUNCIL

The names, addresses, occupations of the members of the EC, to whom the management of the association shall be entrusted after the elections, as required by section 2 of the Societies' Registration Act 1860, as applicable to the National Capital Territory of Delhi are as follows:

| S No | Name | Address | Occupation | Signature |
|------|------|---------|------------|-----------|
|------|------|---------|------------|-----------|

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### 9. DESIROUS PERSONS:

We, the undersigned, are newly elected members of EC of Community Radio Association having registered office at 46, Ishwar Nagar Colony (East), New Delhi, 110065 under the Societies' Registration Act, 1860 as applicable to the National Capital Territory of Delhi in pursuance of this Memorandum of Association of the CRA

| S No | Name                      | Address  | Occupation           | Signature |
|------|---------------------------|--|----------------------|-----------|
| 1    | Dr.Kandarpa Das           | 37, Gauhati University campus,<br>Guwahati - 781 014, Assam              | Teacher              |           |
| 2    | Virender Singh<br>Chauhan | House No. 3, Type E 2, Chaudhary<br>Devi Lal University,Sirsa Haryana    | Teacher              |           |
| 3    | Archana Kapoor            | 233, Gulmohar Enclave, New Delhi<br>110049                               | Social Activist      |           |
| 4    | Braham Prakash<br>Yadav   | WP-152/C, Pitampura, New Delhi<br>110034                                 | Radio<br>broadcaster |           |
| 5    | Dr.Ankuran Dutta          | KKHSOU, Housefed Complex,<br>Dispur,Guwahati-6, Assam                    | Teacher              |           |
| 6    | Madhusudan<br>Pandit      | Naibasti Fateh Pursiwan (Bihar)  | Social Activist      |           |
| 7    | N, A. Shah Ansari         | Konark, District - Puri, Orissa 752 111                                  | Social Activist      |           |
| 8    | M.S.H. Beg Mshbeg         | 46, Jshwarnagar, Opposite Surya<br>Hotel, New Delhi-65                   | Businessman          |           |
| 9    | Barsha Chabaria           | A-8 B, Block C, Radio Salaam<br>Namaste, IMS College, Noida Sector<br>62 | Radio<br>broadcaster |           |

|    |                          |   |  |  |
|----|--------------------------|---|--|--|
| 10 | Prof. Ashok Singh Sunhal | Alwar Ki Awaz, All India Society for Advance Education & Research, North Extension MIA Alwar (Raj) – 301030 | Chief Manager/Project Station Director |  |
| 11 | Neeraj Sharma            | KRIMS FM Spasth Education Society   | Director                               |  |
| 12 | Amol Goje                | Baramati Vidyanagari, Bhigwan Road, Baramati (Dist.) Pune– 413 133 Maharashtra                              | Director                               |  |

**RULES AND REGULATIONS**  
**FOR COMMUNITY RADIO ASSOCIATION**

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**1. NAME OF THE SOCIETY**

The name of the society shall be “Community Radio Association” and called hereinafter “CRA”.

**2. DEFINITIONS AND INTERPRETATION**

Unless it is inconsistent with the subject or context in which it is used:

“**Act**” shall mean The Societies Registration Act, 1860 and rules made there under both amended from time to time.

“**Appropriate Governmental Authority**” shall mean the relevant ministry and/or department of the Government of India or any State Government/union territory, statutory bodies, autonomous organizations, corporations, associated with the Sector.

“**Auditor**” shall mean the auditor for the time being of the Association appointed at the EC meeting.

“**General Body**” shall mean the general body comprising of all the Members of the Association.

“**EC**” shall mean the body as constituted under the Rules and which shall be the body to look after the overall administration and management of the affairs of the Association.

“**EC Member**” shall mean a member who is member of the Governing Body.

**“Intellectual Property Rights”** shall mean any and all rights in patents, trademarks, copyrights and designs pertaining to symbols, names, images, logos, course content, product, material, software, design, digital or non-digital material or other work created as a consequence of implementation of the objects of the Association and all other intellectual property rights and equivalent and similar forms of protection, whether registered or unregistered, as well as the applications for registration and the right to apply for registration of any of these rights, in all cases which are used or owned by the Association.

**“Member”** shall mean any person who becomes a member in accordance with the Rules and shall include all classes of members.

**“Memorandum of Association”** shall mean the memorandum of association of the Association.

**“Month”** shall mean calendar month of the Indian calendar.

**“President”** shall mean the President of the Association.

**“Register of Members”** shall mean the register of Members, as set out in Rule 7. **“Reserved Matters”** shall have the meaning ascribed to it in Rule 14.

**“Rules”** shall mean the rules of the Association and as amended from time to time in accordance with the procedure contained herein.

**“Seal”** shall mean the common seal, if any, from time to time of the Association.

**“Secretary”** shall mean the Secretary of the Association, the details of which are set out in Rule 20C.

**“Association”** shall mean the “Community Radio Association” which is an autonomous body incorporated as a society under the Societies Registration Act, 1860.

**“Treasurer”** shall mean the Treasurer of the Association, the details of which are set out in Rule 20D.

**“Vice President”** shall mean the Vice President of the Association, the details of which are set out in Rule 20B.

**“Year”** shall mean the period commencing from the 1st April and ending with the 31<sup>st</sup> March of the calendar year.

### **3. MEMBERSHIP**

- (i) The **number of Members** with which the Association was proposed to have been registered was 12. Thereafter, the membership may be increased or decreased in consonance with the decision of the EC. Subject to the approval of the EC of the Society, the membership of the Society is open to any person who has attained the age of majority and has the requisite academic qualification associated

with the Sector. For avoidance of doubt, the Nominated Members shall not be subject to the approval of the EC.

(ii) If the membership is not approved by the EC of the Association, the reason of refusal shall be communicated to the person/applicant concerned.

(iii) The General Body of the Association shall be composed of the following classes of Members:

(a) Founder Members (b) Nominated Members (c) Ordinary Members (d) Institutional Members (e) Corporate Members (f) Honorary Members.

(iv) Under no circumstance shall the membership of the Association fall below seven.

#### **4. ELIGIBILITY FOR MEMBERSHIP FOR EACH CLASS**

(i) Founder Member: The subscribers to the Memorandum of Association shall be the Founder Members. Further, any person who takes an active part in the establishment of the Society and is accepted for enrolment as such by the subscribers to the Memorandum of Association before the first meeting of the General Body, shall be the Founder Member.

(iii) Nominated Member: Any person nominated by the Appropriate Governmental Authority, to the Association. The Nominated members shall be members of the Governing Body and the total number of the Nominated Members of the Society shall normally not exceed 50% of the total strength of the Ordinary and Honorary members of the Association.

(iv) Life Member: Those institutions/individuals who have paid a sum of Rupees equivalent to 10 years subscriptions in one go, will be deemed to be life members of the association.

(v) Ordinary Member: Any operational CR station or GOPA holder who are agreed to an invitation from CRA to be a member, will get voting rights only after payment of Entry fee or Annual Subscriptions .

(vi) Member (Voting) : Any Member who has paid the Member fee & Annual Subscription/One time payment are eligible to voting member.

(vii) Institutional Member: Any academic or cultural body or local body constituted by local governing bodies, including a university, department, registered society or trust interested in academic, cultural or social work in the Sector.

(viii) Corporate Member: Any public or private companies in the Sector.

(ix) Honorary Member/GOPA holder: Officials and others directly or indirectly concerned with the trade, commerce, manufacture or training, course development or training accreditation or who have rendered distinguished service to the interests represented by the Association may be admitted as Honorary Members by the EC upon the proposal of any two Members of the Association. The

Appropriate Governmental Authority may also nominate persons carrying special qualifications, expertise associated with the Sector, to be Members of the Association in furtherance of the interests of the Association. The Honorary Members shall hold office for a renewable term of one (1) year from the date of their signing the Register of Members. Such Members shall only have an observer status without voting rights. GOPA member : Any institution which has signed a GOPA for operating a CR station will be greeted and invited to be a member of the CRA. They will enjoy all the facilities and privileges of members except voting rights and the rights to contest for the executive council. If they agree to pay the subscriptions as stipulated from time to time then they will have voting rights and the right to contest for the executive council.

- (x) Student /community members: All those working for the CR sector at the grass root and field level like Students, farmers, workers, women’s self help group members and like can become community members of the association at the local level. Their membership fee will be kept at a very low affordable level . They will be the pillars of the CRA .

Save and except the membership of Nominated Members, all questions regarding the eligibility of any individual, firm, society, institution, association or company for membership of the Association shall be determined by the EC. Any such question, shall be decided by simple majority of the Members, present and voting at the meeting of the EC.

The procedure for admission of Members shall be prescribed by the EC from time to time.

**5. REPRESENTATION OF SOCIETY, TRUST, INSTITUTION, FIRM AND OTHER BODY**

A corporate society, trust, institution, firm and other body or bodies registered or unregistered who become Members of the Society, would, for the purpose of representation on the Association, nominate, in writing, an individual as its representative under its duly signed resolution to represent them in the General Body meetings and also on the Governing Body meeting and may, from time to time, revoke such nomination and substitute another. The representation of such nominees in relation to the Association for all intents and purposes shall be deemed to be the representation of the corporation, society, trust, institution, firm or the body, whose nominee the person happens to be.

**6. ADMISSION FEE & SUBSCRIPTION**

- (i) The admission fee and the subscription shall be as under unless otherwise revised by the EC of the Association:

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|                 |           |           |
|-----------------|-----------|-----------|
| Founder Member  | Rs.5000/- | Rs.1000/- |
| Ordinary Member | Nil       | Nil       |



|  |                   |                      |
|--|-------------------|----------------------|
| Member (voting)                        | Rs.5000/-         | Rs.1000/-            |
| <b>Life Member</b>                     | <b>Rs.10000/-</b> | <b>Nil</b>           |
| Corporate Member/ Institutional Member | Rs.50,000/-       | Nil                  |
| Nominated Member                       | Nil               | Nil                  |
| Hon Member/GOPA holder                 | Nil               | Nil                  |
| <b>Student/community member</b>        | <b>Nil</b>        | <b>100 per annum</b> |

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Everything is equal for all categories of members with an initial fee of Rs 5000 and an annual fee of Rs 1000/- People who pay Rs 10000/- are exempted from paying annual fee since the interest earned with that money itself will cover the annual subscription

(ii) The Executive council shall have the power to increase, decrease or vary the amount of monthly/annual subscription from time to time. Additional subscription, in addition to the monthly/annual subscription referred to hereinabove, may be collected by the EC from Members for a general or specific purpose or project.

(iii) All dues, including monthly/annual subscription, additional subscription as provided in these Rules and any other dues or contributions, are payable to the Association within three (3) months from the date of demand. The first monthly/ annual subscription would, however, be payable within one (1) month of the applicant's admission as Member of the Association.

The Nominated and Honorary Members shall not be liable to pay any admission fee and/or subscription.

## **7. REGISTER OF MEMBERS**

(i) The Association shall maintain a Register of Members containing the following information:

(a) The names, addresses and other relevant particulars of all the Members of the Society (names, addresses, contact details etc.) from the date on which such persons have been accepted as Members.

(b) All changes taking place in the membership from time to time.

(c) Such other information as is relevant and for which decision is taken by the EC from time to time.

(ii) No person shall be considered a Member or entitled to exercise any rights and privileges of a Member unless he has signed the Register of Members. **8. TERMINATION OR CESSATION OF MEMBERSHIP**

(i) A Member shall cease to be a member of the Association in any of the following events:

(a) On his Death.

(b) On his written resignation. (c) If adjudged insolvent

(d) If found to be involved in anti-social activities.

(e) If adjudicated by any court of law to be a criminal offender/proclaimed offender or of unsound mind.

(f) If found guilty of anti-propaganda in relation to the aims and objects of the  
Association

(g) If he fails to pay the subscription or contribution for three (3) months from the due date.

(h) If he disregards the Rules or disobeys the decisions of EC. (i) In the case of a partnership firm, if it is dissolved or adjudged insolvent.

(j) In the case of a partnership firm, if the partners are convicted of an offence involving moral turpitude.

(k) In case of a company, society or association, it goes into liquidation or is dissolved.

(ii) The decision of the Governing Body regarding the termination from the membership of the Association shall be communicated to the Member concerned.

(iii) If it appears to the EC that any Member has been guilty of any conduct likely to reflect detrimentally on the Association or has acted in a manner inconsistent with these Rules, it shall be competent for the EC to request such Member to resign within one (1) month after such request, and if the Member fails or refuses to do so, the EC shall thereupon convene a meeting and if at such a meeting, majority of the Members present and voting approve the expulsion of the Member, such Member shall thereupon cease to be a Member.

(iv) Any Member who shall cease for any reason to be a Member shall nevertheless remain liable for and shall pay to the Association, all monies, which at the time such Member ceases to be a Member may be due from such Member.

(v) The EC may, in their absolute discretion, waive or remit the claim of the Association to all or any part of subscription and/or any other dues in respect of any Member, group of Members or all Members.

(vi) In case of expulsion / resignation / removal of a Nominated Member or the Appropriate Governmental Authority, as the case may be, shall nominate a replacement for such vacancy. For avoidance of doubt, such replacement shall not be subject to the approval of the EC.

## 9. RIGHTS & PRIVILEGES OF MEMBERS

Every Member of the Association:

- (i) Shall have the right to give their considered views/opinion to the General Body, which may help in the furtherance of the objects of the Association and its smooth functioning;
- (ii) Shall have the right to receive information and exchange of information of mutual interest;
- (iii) Shall have a right to obtain any information concerning the affairs of the Association after giving seven (7) days' notice;
- (iv) Shall have the right to attend the General Body meeting, provided there are no outstanding dues against them;
- (v) **Only members eligible to vote may introduce or second any resolution in the General Body with the permission of the President;**
- (vi) **only members eligible to vote may introduce or second any Member's name for election of the Executive council;**
- (vii) Only members eligible to vote may vote in favour or against any resolution in the General Body meetings;

**All CR station members will have a membership certificate issued by CRA which they will display it prominently in the CR station;**

- (viii) Shall be entitled to inspect the records of the Association with the prior approval of the General Body;
- (ix) Shall be entitled to contest election for any post of the Executive council, if a Member introduces his name and another Member seconds him for the said purpose;
- (x) Shall have the voting right at the General Body meeting and authority to participate in the elections of the Executive council;
- (xi) Have the right to collect the identity card and membership certificate after depositing the required/prescribed fee (*whether admission or not to be mentioned on a case to case basis*) fixed by the EC from time to time;
- (xii) Shall enjoy all facilities, provided by the Association;
- (xiii) Every expelled Member shall have a right to prefer and appeal to the General Body for re-admission against the reason of expulsion and the decision of the General Body shall be final provided that a

Member who is in arrears of subscription at the time of voting and/or against whom any disciplinary action is pending shall have no right to vote unless he pays all the arrears and/or unless disciplinary action is decided finally in his favour under these Rules.

(xiv) Shall be entitled to challenge for any irregularity in the accounts and other records of the Association and can refer it to the President.

## **10. DUTIES OF THE MEMBERS**

Every member of the Association shall:

(i) Attend the General Body meetings regularly.

(ii) Give the necessary information to the Association, pertaining to any matter which is necessary to be known by the Association.

(iii) Not indulge in activities which are prejudicial to the aims and objects and/or the Rules.

(ix) In the event of any changes in his address, telephone number and other details, promptly notify the new address, telephone number or other details to the Secretary, who shall thereupon enter the same in the Register of Members.

## **11. GENERAL BODY**

(i) The General Body shall consist of all the Members of the Association mentioned in the Register of Members who are not disqualified by any prior resolution of the EC and who are not in arrears at the time of meeting of the General Body.

(ii) General Body meeting shall be held once in every year (or as and when the General Body may decide from time to time).

(iii) **The first meeting of the Association shall be held at its registered location.** . The President to conduct the proceedings/meeting shall be elected from among the Members present, prior to commencement of such meeting. The subsequent meetings of the General Body of the Association may be held at the registered office of the Association or otherwise as convenient to the Members from time to time and as fixed by the EC.

(iv) Minimum fifteen (15) days notice shall be given to the Members, before the date of General Body meeting, enclosing an agenda specifying date, time, place and issues to be discussed. The circulation of the notice in the manner provided in the Rules shall be considered as notice served. The notice shall also be displayed on the notice board of the Association.

- (v) **The quorum of General Body meeting shall be ( 33 %) of the total strength of the General Body present in person or proxy including the Nominated Member(s).**
- (vi) If within half an hour from the time appointed for holding the meeting, the quorum is not present, the meeting shall stand adjourned to such time and date as may be determined by the President of the meeting.
- (vii) The General Body meeting shall be presided by the President of the Association. In his absence, the Vice-President shall preside.
- (viii) In case the President or the Vice-President are not present, the Members shall elect a chairman to conduct that particular meeting and transact the business as per the agenda of that meeting.
- (ix) An urgent meeting of the General Body can be requisitioned when of the existing Members of the Association having voting rights including the Nominated Member(s), give a notice to the Secretary in writing specifying the agenda for the meeting. Further, none of the Reserved Matters shall be considered at such an urgent EC meeting without the representation of the Nominated Members at such meeting.
- (x) Voting: Voting will be by secret ballot, or show of hands, as decided by the Members. For avoidance of doubt, votes may be given either personally or by proxy or by duly authorized representative only on poll/secret ballot. The authority to a proxy must be in writing. The proxy must be deposited with the Secretary/President of the Society not less than forty eight (48) hours before the time for holding the meeting. The proxy need not be a Member, but no person may be a proxy for more than four (4) members. The role of proxy is only restricted to the extent of casting of votes as authorized by the Members.
- (xi) The General Body shall have the following powers, duties and functions to perform:
- (a) To receive, consider and adopt the annual report and audited statement of accounts for the previous year;
  - (b) To consider and sanction (with or without modifications) the budget estimated for the ensuing year;
  - (c) Appointment of Auditors for the ensuing year and fixing their remuneration;
  - (d) To elect the President, Vice President, Secretary, Treasurer and executive Members for the EC of the Association as specified hereinafter. Elections shall be held every year;
  - (e) To consider proposed amendments to the Memorandum of Association and Rules approved by the EC;
  - (f) Such other business that is required to be done by the General Body.

## **12. Executive council EC**

- (i) A EC of the Members of the Association shall govern the affairs of the Association.
- (ii) Without prejudice to its general powers conferred by the Act and these Rules, the EC shall abide by the policy of the association related to any matter essential to achieving the objects of the Association.
- (iii) The general supervision, management and control of the Association shall be vested in the EC. The composition of the EC shall be as under:

### **Founder Patron**

### **Permanent invitees**

- (a) President – One
- (b) Vice – Presidents – six
- (c) Secretary General - One
- (d) Jt Secretary Three
- (e) Treasurer - One
- (f) Executive Members - from 8 to 19
- (g) Nominated Member(s)-

**The strength of EC including President, Vice President, General Secretary, Secretary, Treasurer and the other office bearers, shall not be less Than 20 and not more than 25 ,excluding the permanent invitees.**

- (iv) Minimum fifteen (15) days notice or any such period as decided by the EC shall be required for calling the EC meeting, enclosing the agenda and specifying date, time and place of the meeting.
- (v) The persons elected as the Members shall not be entitled to any remuneration except reimbursement of out of pocket expenses.
- (vi) The EC shall have all the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things in the manner as prescribed under these Rules.
- (vii) The term of office of the EC elected by the General Body shall be for ( 2 ) years.
- (viii) No EC Member shall be eligible for election for more than one term but he can contest for any other post after a cooling period of 2 years

- (ix) **An EC meeting shall be held at least once in three months either physically or virtually using any technology including the net , phone or audio video conferencing etc.**
- (x) **An urgent EC meeting may be called and quorum for the urgent EC meeting shall be seven However, none of the Reserved Matters shall be considered at such an urgent EC meeting without the participation of the Nominated Members at such meeting.**
- (xi) The President of the Association would also be the President of the EC.
- (xii) The total representation of Nominated Members shall not exceed (15%) of the total strength of the EC, at all times percent.

### **13. QUORUM & PROCEEDINGS AT EC MEETINGS**

- (i) No business shall be transacted at any meeting of the EC unless a quorum of Members is present at the time when the meeting proceeds to business.
- (ii) **Two-thirds (2/3rd)** of the Members of the EC Members present in person or proxy including the Nominated Member(s), shall form a quorum for the transaction of business, but if any meeting has to be adjourned for want of quorum, then at the adjourned meeting, subject to the provision of Rule 14, the Members present, whatever their number, shall form a quorum and shall have power to decide upon all matters which could have been disposed off at the meeting of the EC from which the adjournment took place.
- (iii) If within half an hour from the time appointed for holding the meeting, the quorum is not present, the meeting shall stand adjourned to such time and date as may be determined by the President of the meeting.
- (iv) **The quorum for the meetings of the EC require the mandatory Participation of at least 7 Members.**
- (v) No Reserved Matters shall be deemed to have been passed without the affirmative vote of the Nominated Members.
- (vi) If the President of the Association is not present at the time appointed for holding the meeting, or is unable to attend and act as the President of the meeting, the Vice President shall act as the President. In the absence of both the President and the Vice President, EC Members present shall elect one of their Members to be the President of the meeting.
- (vii) The person presiding at the meeting shall decide on the admissibility of any question or proposition, and shall disallow the same, if in his opinion, it contravenes these Rules or, is otherwise, inadmissible and his decision thereon shall be final.

(viii) **The President may adjourn the meeting from time to time and place to place, with the consent of at least 7 members of the EC**

(ix) No business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place.

(x) Except as provided under Rule 14 herein below (**Reserved Matters**), all decisions shall be taken by simple majority of votes of the Members. Except for the Reserved Matters, in the event of equality of votes, the President of the meeting shall have a second or casting vote.

#### **14. RESERVED MATTERS**

The Reserved Matters shall comprise the following:

(i) Alteration of Memorandum of Association or the Rules of the Association;

(ii) Appointment or change of the Auditor;

1. Fund raising, if the amount exceeds Rs 25 Lakhs (Rupees Twenty Five Lakhs). (iii) Receipt of grants/ borrow money /loan/assistance;

(iv) Fixing the key commercial terms of contracts, if the value of such contracts exceeds Rs 25 Lakhs (Rupees Twenty Five Lakhs)

(v) The entry into by the Society of any contract where the monetary value involved exceeds Rs 25 Lakhs (Rupees Twenty Five Lakhs)

(vi) Any increase or decrease in the number of EC Members; (vii) Amalgamation and division of the Association;

(viii) Change in name of the Association; (ix)

Expulsion of a Member;

(x) Change of objects of the Association;

(xi) Any issue relating to Intellectual Property Rights involving the Association;

(xii) Any issue relating to the funds of the Association, as set out in Rule 24 and 25;

(xiii) Any issue relating to the annual report, as set out in Rule 27;

(xiv) Dissolution of the Association.



(xv) IPR related issues pertaining to licensing, sub licensing, joint usage amongst others.

## **15. NOMINATION FOR ELECTION OF MEMBERS OF EC MEMBERS SAVE AND EXCEPT**

### **NOMINATED MEMBERS**

(i) Nomination for election to the EC, except the Nominated Members, may be filed by any Member of the Association.

(ii) The voting papers for election to the EC shall be distributed in advance and all Members shall be provided with an opportunity to send the ballot papers to the Society's office by post after recording their votes therein. The completed ballot papers, received by the election officer, as appointed by EC, in sealed envelopes up to one (1) week before the date and time of the concerned General Body meeting may be accepted as valid. The envelopes containing the ballot papers shall be opened, at the annual General Body meeting.

## **16. ELECTION**

(i) The first EC shall consist of Members whose names find place at Para 8 of the Memorandum of Association.

(ii) The term of the first EC shall last till the conclusion of the first annual meeting of the General Body.

(iii) Save and except the Nominated Members, the General Body in its annual meeting will elect after every years, the Members including the President and Vice President of the EC.

(iv) The election shall be done by secret ballot papers or by show of hands as the election officer may decide.

(v) The election officer will be appointed by the EC. The powers of the election officer shall be framed by the EC.

(vi) No Member shall be eligible for election as a member of the EC unless all the dues, in terms of the Rules, of that Member have been paid to the Society before the date of his/her offering for such election.

(vii) **That no EC Member can hold office for more than one term ( 2 Years ) but he can contest for any other post after a cooling in period of 2 years. In the event of any EC member failing to participate in 5 consecutive meetings of EC, such EC Member shall automatically be deemed to have vacated the office held by him/her.**

## **17. TERM OF OFFICE**

- (i) The EC shall not appoint the same President/ Vice-President, for an additional term, who has held office of President/ Vice-President.
- (ii) Nominated Members appointed in pursuance of these Rules shall continue to be Members/constituents of the EC until a change is made or the nomination is withdrawn.
- (iii) At the annual General Body meeting, of the elected Members of the Body shall retire and if their number is not a multiple of, then the number nearest to shall retire. The EC Members to retire every year shall be those who have been longest in office since their last election but as between persons who became EC Members on the same day, the retirement of those shall (unless they otherwise agree themselves) be determined by lot. All elected Members so retiring shall be eligible for re-election.

### **Resignation of the EC Member**

Any member of the EC may submit his resignation from the office of the membership of EC by submitting a letter to that effect to the President; the resignation shall take effect from the date of its acceptance by the EC.

### **Suspension of any EC Member**

Any member of the Governing Body may be suspended from his office by the EC in a meeting with at least 2/3rds of the total strength of the governing council present and voting supporting the proposal.

The proposal for suspension along with the reasons for the proposal, should be signed by the President or at least 7 members of EC, and should be circulated to all members of EC at least 7 days before the meeting of EC in which the proposal is to be considered.

The member should be given an opportunity to reply to the charges against him.

### **Quorum and Election of Office bearers and EC**

- a) The general Body shall elect in its annual meeting a President and all the office bearers and EC members after two years by secret ballot papers. The quorum of the General Body shall be 1/3rds of the total strength.
- b) A person appointed to an office may hold such an office for a maximum period of 2 terms continuously.

c) An office bearer will cease to hold office, as such, if he ceases to be a member of the authorized representative of a member or district/zone/regional association through which he was nominated.

d) No person can be elected as an office bearer if he has completed 65 years of age or he is an active member of any political party. **Resignation of office by office Bearer**

a) Any office Bearer may resign his office by submitting a letter to the EC and the resignation will come into effect from the date of acceptance of it by the EC.

b) The EC should elect a person to the vacancy so caused in the office of the office bearer. The person so elected shall continue in office only till the date the person whom he has succeeded would have been in office.

#### **Removal of Office Bearer from his office**

The members of the Association in a general meeting may remove any office bearer from his office with the support of 2/3rds of the governing council members. The EC shall elect a person to the vacancy so caused from amongst its members. The person so elected shall continue in office only till the date the person whom he has succeeded would have been in office.

#### **18. VACANCY**

(i) Any vacancy caused among the elected Members may be filled by the EC from amongst the Ordinary Members of the Association. Provided, that the term of office of any such newly appointed Member in the casual vacancy shall be until the next annual General Body meeting after his appointment, but he shall then be eligible for re-election.

(ii) If any vacancy occurs in the office of a Nominated Member, the vacancy may be filled up by nominating any other person in his place.

(iii) No act or proceeding of the EC shall be invalidated merely by reason of any vacancy or of any defects in the appointment of its Members.

#### **19. FUNCTIONS & POWERS OF EC**

Subject to the provisions of the Memorandum of Association and these Rules, the

EC shall have the powers:

(i) To prepare and execute detailed plans and programmes for the establishment of the Association and carry on its administration and management after such establishment;

(ii) To receive grants and contributions and to have custody of the funds of the Association;

- (iii) To prepare the budget estimates of the Association for each year, and to sanction the expenditure within the limits of the budget;
- (iv) To prepare and maintain accounts and other relevant records and annual statement of accounts including the balance sheet of the Association;
- (v) To open and operate bank accounts;
- (vi) To approve the work programme and list of activities submitted by the Association and periodically monitor the same;
- (vii) To appoint or employ, temporarily or permanently, any person or persons that may be required for the purposes of the Association and to pay them, wages and salaries and other remunerations and allow them suitable perquisites, and benefits of provident fund, pension, gratuity and other facilities;
- (viii) To enter into agreement/arrangements for and on behalf of the Association;
- (ix) To sue and defend all legal proceedings on behalf of the Association;
- (x) To appoint committee(s) or sub-committee(s), group, task force comprising of its Members and/or staff of the Society for the disposal of any business of the Association or to take up any special activity on behalf of the EC and delegate to it such powers as considered necessary. Any such committee or sub- committee, group, task force shall report to the EC;
- (xi) To delegate to such extent as it may deem necessary, any of its powers to any officer or committee of the EC;
- (xii) To consider and pass such resolutions on the annual report, the annual accounts and the financial estimates of the Association as it thinks fit;
- (xiii) To make, enforce, adopt, amend, vary or rescind from time to time rules and bye- laws for the regulation of and for any purposes connected with the management and administration of the affairs of the Association and for the furtherance of its objects;
- (xiv) For delegation of its powers;
- (xv) To borrow or to obtain loan for any amount as it may deem fit and necessary from any bank, financial institutions or corporation and to secure such loan by  
  
any movable or immovable properties of the Association and to authorize the President to apply for such loan and execute and deliver such loan documents to such bank or financial institution or corporation on such terms and conditions as he may deem fit and proper.

- (xvi) To enter into agreement/arrangement upon such terms and subject to such conditions as the EC may deem desirable for undertaking activities, programmes or projects jointly with any association, society, institution or company having objects similar to those of the Association.
- (xvii) To elect candidates from amongst members of the Association to represent the Association in any body, either Central, local or Legislative, or in any other body in which the Association may secure seats in future.
- (xviii) To create, form, promote or to associate with any other association, society, company or body in the creation, formation, or promotion of any other body, whether incorporated or not, and whether any committee or sub-committee of the Society or not, and to affiliate with such body, or to merge any other body with the Society, and also to delegate to any such body any of its powers.
- (xix) Without prejudice to its general powers conferred by the Act and these Rules, the EC shall abide by its policy related any matter essential to achieving the objects.
- (xx) To perform such additional functions and to carry out such duties as may from time to time be assigned to it by the Association.

## **20. POWERS AND DUTIES OF CONSTITUENTS OF THE EC**

### **A. PRESIDENT**

- (i) The President shall be subject to the control and supervision of EC and have the power to make general directions and management of the affairs relating to Society. The President of the Society shall also enjoy the following powers and duties:
- (ii) He shall be the President of the EC at General Body meetings and shall summon and preside over all the EC and General Body meetings of the Association.
- (iii) At the time of voting on any matter/subject (except election) if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject, save and except the Reserved Matters.
- (iv) In the course of any proceedings or meetings of the EC or the General Body, the decision of the President shall be considered as final, except for the matters that are decided by ballot or voting.
- (v) He shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of EC / General Body meeting.
- (vi) In case it is necessary to decide any point/matter/issue urgently and there is no time to call the EC meeting, the President shall have the powers to decide the point/issue/matter but he/she shall bring the matter to the notice of the EC as early as it is possible, for having the same ratified.

- (vii) To appoint/terminate such staff as may be required for effective and efficient management of the affairs of the Association.
- (viii) In the event of any executive Member(s) seat falling vacant the powers and functions of that executive Member would vest in the President of the Association.
- (ix) He shall get the accounts of the society audited by the qualified auditor appointed by the EC of the Association.
- (x) Ensure compliance of all statutory formalities and Rules and regulations.

#### **B. VICE PRESIDENT**

The Vice President of the Association shall enjoy all the powers of the President in his absence.

#### **C. SECRETARY GENERAL**

The Secretary General shall be responsible to the EC for all day-to-day activities relating to the proper management, maintenance and upkeep of the Association and:

- (i) Will convene meetings of the EC and General Body whenever necessary or called upon to do so.
- (ii) Will prepare the Register of Members as well as the proceedings register to record the minutes of the proceedings of the EC meetings and the General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.
- (iii) Look after the administration and other affairs and attend to all correspondence.
- (iv) Summon and attend the meetings of the General Body and the EC.
- (v) Give effect to the directions and decisions taken at such meetings.
- (vi) Collect all dues to the Association and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Association.
- (vii) Manage, and control the staff, and take disciplinary action where necessary.
- (viii) Institute, prosecute and defend suits and other proceedings in which the Association may be involved.
- (ix) Prepare the annual report, and financial statement of accounts under the guidance of the EC.
- (x) Generally perform all such duties as are incidental to the office of Secretary.

(xi) The Secretary General shall maintain an imprest cash amount of **Rs. 25000/- (Twenty five thousand)** only for incidental expenses.

#### **D. TREASURER**

- (i) All the assets and funds of Association shall remain under the care and management of Treasurer of the Association.
- (ii) The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Association.
- (iii) The Treasurer shall make disbursement in accordance with the direction of EC.
- (iv) The Treasurer will ordinarily hold a cash balance not exceeding **Rs. 50000/- (Fifty thousand) only** (or the amount which may be fixed by the EC of the Society from time to time) to meet the emergent needs relating to the Association.
- (v) All the cash excess of the above amount (or the amount fixed by the EC) shall be deposited in any Bank(s) selected by the EC of the Association.

#### **E. Jt SECRETARY GENERALS**

They will have all the power of SG while acting on behalf of the EC.

#### **21. RE-ADMISSION**

- (i) In case any Member of the Association is expelled by the EC on the reason of non-payment of the monthly/annual subscription, he can be readmitted, provided the Member concerned pays all up-to-date dues with the permission of the EC.
- (ii) All the appeals against expulsion of Members shall be preferred to the EC of the Society. The decision of the EC shall be final. The decision of the Governing Body shall be communicated to the Member concerned.
- (iii) Any Member who is expelled under Rule 8 (i) (c), (d), (e), (h), (i), (j) herein above shall not be entitled for re-admission as a Member.

#### **22. BRANCHES OR THE SUB-COMMITTEES**

The EC may form branches and/or sub-committees all over India to attain the aims and objects of the Association.

### **23. SEAL OF THE ASSOCIATION**

The Association shall have a common seal which shall be in the custody of the Secretary and shall be used only under the authority of the resolution of the EC and every deed or instrument to which the Seal is affixed shall be attested, for and on behalf of the Society, by two (2) EC Members and Secretary or any other person authorized by the Society in that behalf and chronological record of use of the Seal shall be maintained in a register kept for the purpose.

### **24. FUNDS OF THE ASSOCIATION**

(i) The Association shall raise funds as follows:

(a) Admission fee and subscription from the Members of the Association.

(b) Revenue generated by the Association out of its own assets, its activities and investments.

(c) Grants/loans/funding made by the Government and donations and contributions from other sources.

(ii) All the income and funds of the Association received from all sources shall be utilized only for the promotion and upliftment of the aims and objects of the Association.

### **25. MANAGEMENT OF FUNDS & ACCOUNTS OPERATION**

(i) The Association shall prepare detailed account of expenditure and receipts, and further submit periodic utilization certificates to the appropriate authorities, in consonance with the Financial Management and Procurement procedures prescribed from time to time by the appropriate authorities.

(ii) All the amounts shall be kept in any bank(s) and the bank accounts shall be operated by the joint signatures of any two (2) out of President, Vice President (s), Secretary and Treasurer.

### **26. ZONAL CHAPTERS AND STATE CHAPTERS**

The CRA will have six zonal chapters divided between the states and union territories of Republic of India. The states and UT will be notified by Executive council before every election. The zonal chapters will be formed with the State chapters being an integral part of it. All the presidents of the state chapters within a zone will be the vice presidents of the zonal chapter. The zonal president shall preside over all the state chapter meetings.

#### **LOCAL CHAPTERS**

CRA state units will try to form local chapters in each town/village and help them morally and with some financial help to spread the movement of community radio. The CRA state chapter might also enlist students of social sciences and mass communication to become student members and form student



chapters. The membership fee for such members will be pegged at Rs 100 per year and 25% of it will go to the state chapter.

### **Finances**

There will be one main account in a nationalized bank within the NCR region for CRA . CRA will open separate accounts for every project. The signing authority for projects sanctioned by National or International agencies, funding organisations , corporates , Government agencies etc will include the Project Director for the project.

The State Chapters may open an bank account with dual signating authority only after the Executive council passes a resolution to that effect. This can be done only if the financial transactions are of a great volume and the State chapters have to convince the Executive council to this effect. The proposal must be approved by at least 2/3 members of the EC either through face to face meetings or online. The state chapters will submit the audited statement of accounts to the main CRA every year before submission of returns by the SG.

CRA will earmark 40 % of the annual membership fee received from the states to the state chapter for organising any event or workshops, seminars etc. The state units will have to give 25% of its other sources of revenue to the main office.

Meetings organized by Zonal chapters will have to be held in rotation with a member of the organization with local hospitality being given free. The members will use their own resources or if there is some money left with State units , to attend such zonal conferences.

### **27. AUDIT**

The accounts of the Association shall be audited by a qualified auditor (chartered accountant) every year.

### **28. ANNUAL REPORT**

(i) The financial year of the Association shall be from April 1 to March 31. A copy of the last financial statement and the report of the Auditor, if any, shall be kept in a conspicuous place in the office of the Association.

(ii) The EC shall submit a report on the working of the Association annually to the Appropriate Governmental Authority, if called for. Such report shall contain particulars regarding the work of the Association during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Association during the said year.

## **29. BOOKS AND ACCOUNTS**

(i) The Associate shall keep at its registered office proper books of account with respect to:-

(a) All sums of money received and the source thereof and all sums of money expended by the Association and the matters in respect of which the receipt and expenditure take place.

(b) All sales and purchase of goods by the Association.

(c) The assets and liabilities of the Association.

(ii) The income and expenditure account shall be annexed to the balance sheet and the Auditor's report (including the Auditor's special or supplementary report) if any shall be attached thereto.

## **30. ANNUAL LIST OF EC**

Once in every year a list of the office-bearers and the executive Members of the EC shall be filed in the office of the Registrar of Societies, within fourteen (14) days after the date on which the annual general meeting of the Association is held.

## **31. LEGAL PROCEEDINGS**

(i) Any suit or other legal proceedings by or against the Association may be filled/ contested/ defended and conducted on its behalf either by the President or the Secretary or by any other person so authorized by the EC of the Society. Any pleadings or other documents in connection there with may be signed and verified by any of such persons on behalf of the Association.

(ii) This power will also include the appointment of advocate/s, attorney/s etc. for the purpose.

## **32. ALTERATION OF RULES**

(i) Subject to the provisions of the Act and the Rules herein, the Association may alter or extend the purposes for which it is established with the previous concurrence of the Appropriate Governmental Authority.

(ii) The Rules may be altered at any time with the sanction of the Appropriate Governmental Authority by a resolution passed by a majority of the Members of the EC, duly convened and held for the purpose.

(iii) The Rules (so altered, added to and modified) shall operate with effect from the date of registration with registrar of societies.

(iv) Change of Name: The name of the Society may be changed by the EC as and when necessary, with the approval of the Appropriate Governmental Authority and in accordance with the present Rules and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.

(v) Change in aims and objects of the Society: The EC, with the approval of the Appropriate Governmental Authority and in accordance with the present Rules, may change the aims and objects of the Society subject to clearance from competent authorities under the Act.

(vi) Amalgamation and division of the Society: The EC shall, subject to the present Rules, be competent to amalgamate the Society with any other society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Appropriate Governmental Authority may order division or amalgamation of the Association after giving the Association opportunity to represent against such proposal.

### **33. DISSOLUTION OF THE ASSOCIATION**

(i) The Association may be dissolved in accordance with the provisions of Section 13 and 14 of the Act, after obtaining the previous consent of the Appropriate Governmental Authority in that behalf.

(iii) If, upon the dissolution of the Association, 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 Association, but it shall be lawful for the Members to determine by the majority, at the time of dissolution of the Association, that such property shall be given to the Appropriate Governmental Authority to be utilized for any other purposes referred to in Section 1 of the Act.

### **34. INTELLECTUAL PROPERTY RIGHTS**

The Intellectual Property Rights shall, at all times vest and be retained solely by the Society save and except as may be decided by the EC in consonance with the Appropriate Governmental Authority.

### **35. RIGHTS OF THE APPROPRIATE GOVERNMENTAL AUTHORITY**

Notwithstanding anything contained in any of these Rules, the Appropriate Governmental Authority may, from time to time issue such directives as it may consider necessary in regard to the finance, conduct of business and affairs of the Association and in like manner may vary such directives. The Association shall give immediate effect to the directives so issued. In particular the Appropriate Governmental Authority will have the power:

- (i) To give directions to the Association as to the exercise and performance of its functions in matters involving national security and substantial public interest.
- (ii) To call for such returns, accounts and other information, with respect to the property and activities of the Association as may be required from time to time.

(iii) To approve agreement involving foreign collaboration proposed to be entered into by the Association. Provided, that all directives issued by the Appropriate Governmental Authority shall be in writing addressed to the President of the Association. The EC shall, except where the Appropriate Governmental Authority considered that the interest of the national security requires otherwise, incorporate the contents of directives issued by the Appropriate Governmental Authority in the annual report of the Association and also indicate its impact on the financial position of the Association. **36.**

**APPLICATION OF THE ACT**

All the provisions of the Act as applicable to the State of Delhi.

**37. ESSENTIAL CERTIFICATE**

**“Certified that this is the correct copy of the rules and regulations of the Association”.**

PRESIDENT----- VICE-PRESIDENT-----

SECRETARY ----- TREASURER

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