

Chandigarh Sahitya Akademi

Constitution

Memorandum of Association

1. Constitution:-

Where as it is considered expedient to establish an organization to foster and co-ordinate activities of literature, it is hereby resolved as follows:-

“An Akademi of literature to be called “Chandigarh Sahitya Akademi” shall be established.”

2. Headquarters:

The headquarters of the Akademi shall be at Chandigarh.

3. Organization and Function:

- a. The Akademi shall be a corporate body, shall have perpetual seal and may sue and be sued in its corporate name.
- b. It shall be registered under the Societies Registration Act, 1860 as a non-profit making body.
- c. Finance of the Akademi shall comprise:
 - (i) Grant-in-aid
 - (ii) Money raised from other sources such as donations, advertisements, sale, entry fees or any other source or mode approved by the Executive Board from time to time.
- d. It shall have the following powers and functions, namely:
 - (i) To encourage and promote study and research in the field of literature:
 - (ii) To promote co-operation among men of literature and literary associations, and to encourage establishment and development of such associations:
 - (iii) To publish and to promote publication of literature including monographs, journals etc.
 - (iv) To establish and maintain a library to cater to the needs of various organizations:
 - (v) To give recognition and to otherwise assist approved literary associations:
 - (vi) To award scholarships and prizes to deserving men of literature:
 - (vii) To accord recognition to poets, writers, dramatists etc. for outstanding achievements:
 - (viii) To encourage and foster the revival and development of literature:
 - (ix) To promote the study of literature in the regional languages and to organize surveys thereof to encourage the surviving indigenous men of literature.
 - (x) To foster cultural contacts within the country and also with other countries through exchange of personnel.
 - (xi) To encourage popularization of literature of Hindi, Punjabi, Urdu and English in the State.
 - (xii) To encourage or to arrange translation of outstanding literary works from English into local languages and vice-versa.
 - (xiii) To publish or to assist organizations and individuals for publishing outstanding literary works including biographies, encyclopaedias, etc. in the local languages.

- (xiv) To provide a forum for the integration of the State by arranging seminars and symposia on topics of Language and literature.
- (xv) To maintain liaison with Sahitya Akademi, New Delhi and other literary organizations in the neighbouring states.
- (xvi) To do all other things which may be required in order to further the objectives of Sahitya Akademi.

RULES AND REGULATIONS:

4. These rules may be called rules and regulations of Chandigarh Sahitya Akademi
OFFICERS OF THE AKADEMI:-

- (i) Chairman:
- (ii) Vice-Chairman:
- (iii) Financial Adviser:
- (iv) Secretary.

5. CHAIRMAN

The Chief Commissioner/Advisor Union Territory, Chandigarh or his nominee shall be the Chairman who shall hold office for a term of two years but shall be eligible for re-nomination. The Executive Board may, by resolution delegate to the Chairman such of its powers for conducting the administrative and financial business of the Akademi as it may deem fit, subject to the condition that action taken by the Chairman under powers so delegated shall be reported at the next meeting of the Executive Board. The Chairman may delegate such of his powers as he may consider necessary to the Vice-Chairman or to the Secretary.

6. Vice-Chairman

- (i) The Vice-Chairman shall be nominated by the Chief Commissioner/Advisor and shall hold office for a term of two years but shall be eligible for re-nomination
- (ii) The Vice-Chairman shall in the absence of the Chairman, for whatever the reason, exercise all the functions and powers of the Chairman.

7. FINANCIAL ADVISER

- (i) The Financial Adviser shall be appointed by the Chandigarh Administration and shall hold such office at the pleasure of the said Administration.
- (ii) The Financial Adviser shall generally advise the Akademi in all matters relating to the management of the properties, of the annual estimates and statements of accounts and the expenditure of funds for the purposes for which they have been granted or allotted.
- (iii) In order to ensure efficient management of the finances of the Akademi, the Financial Adviser shall have the following powers and functions, namely:-
 - a. To examine and scrutinize the budget of the Akademi prepared by the Secretary.
 - b. To consider all the proposals for new expenditure.
 - c. To consider the audit report.
 - d. To receive the finance of the Akademi from time to time.

- e. To give advice on any financial question effecting the Akademi either on his own initiative or at the instance of the Secretary.

8. SECRETARY

- (i) The Secretary shall be Principal Executive Officer of the Akademi and shall be appointed by the Executive Board for one year and on such terms and conditions as the Executive Board may determine.
- (ii) The Secretary shall be the ex-office Secretary of the General Council or the Executive Board and shall also be a member of these authorities.
 - a. To maintain the condition of the record and such other property of the Akademi as the Executive Board may commit to his charge.
 - b. To conduct the official correspondence on behalf of the authorities of the Akademi.
 - c. To issue all notices for convening meetings of the authorities of the Akademi and of all committees appointed by any of these authorities.
 - d. To keep the minutes of all meetings of the authorities of the Akademi and of all committees appointed by any of these authorities.
 - e. To maintain accounts of the Akademi.
 - f. Subject to the consent of the Executive Board to prepare annual estimate and statements of accounts for their presentation to the Executive Board and the General Council.
 - g. Subject to the powers of the Executive Board, to be responsible for seeing that all moneys are expended on the purpose for which they are granted or allotted.
 - h. To sign all contracts and assurances of property made on behalf of the Akademi after the same have been approved by the Executive Board.

9. AUTHORITIES OF THE AKADEMI

The following shall be the authorities of the Akademi:

- a. General Council
- b. The Executive Board
- c. The Finance Committee
- d. Any other standing Committees which the General Council or Executive Board may set up for discharging any one or more of their functions.

10. GENERAL COUNCIL

- A. The General Council shall have a term of two years and consist of the following namely.
 - (i) Chairman
 - (ii) Vice-Chairman
 - (iii) Financial Adviser (nominee of the U.T. Administration)
 - (iv) Administrative Secretary of the Department of education, Union Territory of Chandigarh or his nominee.
 - (v) Heads of the Department of Hindi, Punjabi, English, Sanskrit, Panjab University, Chandigarh.
 - (vi) Two representatives of the department of Education of the U.T. Chandigarh.
 - (vii) One representative of the department of Public Relation and Cultural Affairs of the U.T.

- (viii) Writers, scholars and not excluding them in number to be recommended by the General Council.
 - (ix) One member each to be nominated by Sahitya Akademi, Punjab Sahitya Akademi and Hindi Granth Akademi.
- B. If any vacancy occurs in the General Council, Executive Board or Finance Committee due to any reason a person ceases to be a member thereof, no proceedings of the General Council, Executive Board or Finance Committee as the case maybe held till the said vacancy has been filled up or is rendered invalid.
- C. Should any member of the Akademi nominated by the Chandigarh Administration ex-officio is unable to attend the meeting of the Akademi or the Executive Board, he shall be at liberty to appoint an authorized representative to take his place at that meeting of the Akademi or the Board as the case may be and such representative shall have all the rights and privileges of a member of the Akademi or of the Board except the right to vote for that meeting only.

11. FUNCTIONS OF THE GENERAL COUNCIL

The General Council shall have the following and powers, namely:

- A. The elect members of the Executive Board in accordance with rules of procedure of the Executive Board.
- B. To approve the annual budget of the Akademi drawn up by the Executive Board.
- C. To appoint auditor.
- D. To elect, on the recommendation of the Executive Board eminent outstanding writers, eminent literary critics, eminent scholars or those who have rendered outstanding service to the cause of literature, as fellows of the Akademi by the majority of at least three-fourth of the members present and voting provided that the fellows shall at no time exceed 10.
- E. To grant recognition, on the recommendation of the Executive Board to organizations and institutions rendering useful service to literature.
- F. To consider and approve programmes proposed by Executive Board.
- G. To form its regulations, by-laws and rules of procedure.
- H. To lay down the rules and regulations for registration of writers and literary organizations.
- I. To do any such acts as may be necessary for the maintenance of the organization and performance of the functions of the Akademi.

12. MEETINGS OF THE GENERAL COUNCIL:

The General Council shall normally meet once a year at the headquarters of the Akademi on date and time to be fixed by the Executive Board. 15 days clear notice is required for such meeting.

Extra-ordinary meeting of the General Council may be called by the Board on its own initiative or at the written request of not less than two-third of the total number of members of the General Council.

Every meeting of the General Council of the Akademi shall be presided over by the Chairman, in his absence by the Vice-Chairman and in the absence of the both, by a member chosen by the members present on the occasion.

13. EXECUTIVE BOARD

The Executive Board shall consist of the following members namely:-

- (i) Chairman
- (ii) Vice Chairman
- (iii) Secretary Department of Education, U.T Chandigarh.
- (iv) Financial Adviser.
- (v) Two Members to be elected by the General Council.
- (vi) Secretary of the Akademi.

14. FUNCTIONS OF THE EXECUTIVE BOARD.

The Executive Board shall have the following functions and powers namely:-

1. To be responsible for the supervision and control of the work of the Akademi.
2. To prepare the programmes of the Akademi for the consideration and approval of the General Council.
3. To draw up the annual budget of the Akademi subject to the total financial limits prescribed by the Finance Committee, to be submitted for the approval of the General Council.
4. To prepare the annual report and accounts of the Akademi for the consideration of the General Council.
5. Subject to the provision of item of (5) of paragraph 11 of this constitution to consider and propose to the General Council names of eminent writers and others for election as fellows of the Akademi.
6. To incur all expenditure subject to the provision of the approved budget, the rules prescribed from time to time and the policy directives of the General Council.
7. To consider and propose to the General Council the names of important literary organizations and institutions deserving recognition by the Akademi.
8. Subject to the budgetary limits and policy directive if any of the General Council to grant financial assistance to organizations and institutions recognized by the Akademi.
9. To nominate a member of the Finance Committee in accordance with item (4) of paragraph 16 of this constitution.
10. To nominate a person or persons to represent the Akademi in national and international conferences and organizations.
11. Subject to the provision of the rules and regulations to do any and all such other acts as may in its opinion be necessary for the proper management of the affairs of the Akademi.

15. MEETING OF THE EXECUTIVE BOARD

The Executive Board shall ordinarily meet on a date and place fixed by the Chairman at least once in a quarter. Seven days notice shall be given for any such meeting.

16. FINANCE COMMITTEE

The Finance Committee shall consist of the following members namely:-

1. The Vice-Chairman of the Akademi shall be the Chairman of the Finance Committee.
2. Financial Adviser.
3. One nominee of the Chandigarh Administration not necessarily from amongst the members of the General Council.
4. One representative of Executive Board, who shall be nominated by the Board from among its members.
5. Secretary of the Akademi.

17. FUNCTIONS OF THE FINANCE COMMITTEE

The Finance Committee shall consider the budget estimates of the Akademi, make recommendations thereon to the Executive Board and prescribe the total limits for expenditure within a Financial Year.

18. GENERAL

(1) Any rule made of decision taken by the General Council or by any authority of the Akademi except where the authority acts in accordance with its powers and functions as defined in the constitution may be amended or set aside by the General Council.

(2) The General Council may by a majority of not less than three-fourth of the members present and voting request the Chandigarh Administration to decide on an issue but the decision of the Chandigarh Administration shall be final.

QUORUM

One-third members of the Akademi shall constitute a quorum at any meeting of the General Council of the Akademi. Three members shall form the quorum of the Executive Board. In case of difference of opinion among the members, the opinion of the majority shall prevail. Each member of the Akademi including the Chairman shall have one vote and if there be a tie of votes on any issue to be considered by the Akademi the Chairman shall have a casting vote.

OPERATION OF ACCOUNTS

The funds of the Akademi shall be deposited into the account of the Akademi with an approved bank and shall only be withdrawn by cheque signed by any two of the three persons nominated by the General Council, to operate the account.

The accounts of the Akademi shall be audited annually by the auditors appointed for the purpose by the General Council.