

ACTION COUNCIL AGAINST TOBACCO

**MEMORANDUM OF ASSOCIATION
RULES & REGULATIONS
BYE-LAWS**

**Action Council against Tobacco
Room NO. 129/3, 5th Floor, Annexe Bldg.,
Tata Memorial Centre, Parel, Mumbai 400012**

ACTION COUNCIL AGAINST TOBACCO
Society Registration Act, 1860
Bombay Public Trust Act, 1950

MEMORANDUM OF ASSOCIATION

1.	Name	Action Council against Tobacco
2.	Character	National, non-profit making, non-political and secular
3.	Location	Headquarters at Mumbai city with functional branches at various places in India
4.	Objectives	Long-term goal : To create a tobacco free society by – Preventive non-users of tobacco particularly adolescents from taking to the tobacco habits – Stopping the use of tobacco among those who have the habits. – Activities to achieve this goal

4.1 Undertake Public Information & Education Programme

- i. Highest priority should be assigned to educate children and youth on the ill-effects of tobacco use to prevent initiation and also suggest methods to the addicts to help them give up the habits.
- ii. Special emphasis to be placed on education of women to make them aware of (a) that not only is the habit harmful to herself but also to her unborn child and (b) that she has a model role to play for her family.
- iii. Disseminate among the general public, the available scientific knowledge regarding the health hazards of tobacco use with the help, if necessary, of professionals in the mass communication methods. Involve well-known personalities, and hold no-tobacco days / weeks and undertake any other activity which could create awareness about the nature and magnitude of the problems associated with tobacco use.

4.2 Encourage policy makers to introduce Restrictive measures and Legislations.

These are two main categories

- i. Affecting the manufacturers and promoters of tobacco products
- ii. To keep under surveillance tobacco industry's advertising and promotion activities.

- a. Long term goal : Discourage advertising in all audio-visual media.
- b. Short-term strategies : Discourage advertising in all audio-visual media
 - i. Discourage advertising in print media, beginning with prohibition of pictorial and graphic display.
 - ii. Discourage tobacco-companies from sponsoring any sports cultural events or public functions
 - iii. Request use of rotating health warnings on all tobacco products.
 - iv. Request additional simple and graphic display of health warning,
 - v. Request display of levels of toxic components (like tar and nicotine) on tobacco products and mandatory gradual lowering of these.

Affecting the tobacco user : Discourage use of tobacco in public places of work, all health centres educational institutes and public transport and making its use unacceptable in social situation.

Discourage minor's access to tobacco products : Request separation of smokers/non-smoker areas where complete ban is not feasible to protect from the passive smoking.

4.3 Organizational involvement : to achieve optimum success, this body facilitates co-operation linkages between different interested groups with a wide variety of complementary activities like health delivery professionals, voluntary agencies / medical associations and relevant departments of State and Central Governments.

ACTION COUNCIL AGAINST TOBACCO

RULES & REGULATIONS

5. Membership

5.1 Eligibility

5.1.1 Life Members : All those who are interested in the objectives of the Society shall be eligible to become life members. However, those who are connected directly or indirectly with the promotion of the tobacco use cannot become the member of the Society.

Subscription : Refer Bye-Laws

All those who are above eighteen years of age.

5.1.2 Members : Those who fulfill the conditions laid down as in the case of the life members shall be eligible for the membership.

5.1.3 Student Members : Anybody above 12 years but less than eighteen years of age and interested in the objective of the society shall be eligible.

5.1.4 Honorary Members : People with outstanding achievements in the field of education including Medicine, Law, Arts or Social Welfare could be invited to become honorary members of the Society. Executive Body at headquarter shall have the power to elect patrons/honorary members for the Society.

5.1.5 Patrons : Individuals or organization who are willing to pay a donation of Rs. 10,000/- (Rupees Ten Thousand Only) could be invited to become the Patrons of the Society. However, those who are in contact with the manufacturing of tobacco or connected with the promotion of tobacco industry, directly or indirectly shall not become the patrons.

5.1.6 Institute Members : Any Society registered under the Societies Registration Act or an Association registered under the Companies Act, 1956 as an Association not for profit, or any other similar Association or Institution, whether registered or not but engaged in non-commercial or non-trading activities and agencies to pay the Society Rs. 1000/- (Rupees one thousand only) may be enrolled as an Institution member of the Society. For registered consumer co-operatives stores the annual subscription will be Rs. 2000/- (Rupees two thousand only).

The subscription fees may be assessed by the Managing Committee with the approval of the General Body, as and when necessary.

5.2 Forfeiture of Membership

5.2.1 Registration

5.2.2 a) Failure to pay subscription for two consecutive years, after it falls due

b) Rights and privileges of the members falling under 5.2.2(a) shall remain suspended unless and until the membership is renewed by 31st July by payment of arrears.

c) The final decision regarding deletion of names of such members should be taken by the Executive Committee at its meeting preferably immediately after 31st July by the majority of those present at the meeting.

d) However, the said member shall be eligible and may apply for readmission as a new member and shall be treated as such for all purposes in case the member is readmitted (Refer bye-laws).

5.2.3 If found working against the interests of the Association or being guilty of misconduct and for any other good and sufficient cause, shall be liable to expulsion. Within one month of the receipt of the notice of the Executive Committee regarding expulsion, the said member may appeal in writing to the Executive Committee, giving explanation for his/her conduct.

In case of appeal a Special General Meeting of the Association shall be convened to decide on the issue of expulsion. A majority vote of the $\frac{3}{4}$ members present in person will decide the issue. In case there is no appeal or the said appeal is finally decided against the member, the said member shall be debarred from the membership for life.

5.2.4 A member shall be disqualified as a member if he/she is adjudicated as insolvent, or is convicted of any offence under the Indian Penal Code involving moral turpitude.

5.2.5 Any such member, whose membership is forfeited shall have no claim of any kind whatsoever against Association.

6. Organizational Set-up

Board of Trustees

Composition : Board of Trustees shall comprise of Founder members and outstanding personalities from all walks of life and who are interested in the pursuit of the objectives of the organization. They will be nominated by the Executive Committee. The board of trustees will give overall guidance to the organization, and will elect their Chairman and Secretary and meet once a year in conjunction with the National Council (see 6.5) or independently.

6.1 Board of Managing Trustees

6.1.1 Composition : Board of managing Trustees will be nominated by the Executive Committee from the Founder members / Board of Trustees.

6.1.2 Meeting : Board of Managing Trustees shall elect from amongst themselves a Chairman and a Secretary to conduct the board activities and shall meet at least twice a year. One of the meetings shall be held preferably before the Annual General Meeting.

6.1.3 Functions & Powers :

- i) The Managing Trustees shall hold the Funds (defined in Bye-laws) and income arising therefrom, in their names. The Trust will sanction the amount, for the object and purposes of the Society, as may be directed by the Executive Committee from time to time subject nevertheless to any special conditions and stipulations if any, governing any donation made to the Association.
- ii) The Managing Trustees shall in consultation with the Executive Committee from time to time, invest the funds of the Association in authorized investments.
- iii) The securities and investments and bank account representing the Trust funds shall be operated by any of two of the three trustees nominated by the Board of Managing Trustees at its meeting held before the General Body Meeting at which elections of the Executive Committee are held, every two years.
- iv) These three trustees, mentioned in 6.1.3(iii), shall be members of the Executive Committee.
- v) All investments of the Trust funds from time to time and all deeds and documents of the title relating to any of the

properties of the Society shall be kept in safe custody with the bank.

- vi) All documents of title relating to any immovable or movable property of the Association including conveyances, mortgages, deeds of gifts, or trust or leases shall be in the name of and be executed by any two of the three operating trustees – subject to the sanction of the Board of Managing Trustees evidenced by resolution thereof.

6.1.4 Tenure : Tenure of the Board of Managing Trustees shall be for 5 years unless a member wishes to resign on the following grounds :

1. Serious illness
2. Settling abroad
3. Inability to function due to old age

On resignation the member ceases to be on the Board of Managing Trustees. The number of members on the Board of Managing Trustees will be constantly maintained at Six. Vacancies due to resignation on above grounds will be filled in by nominations, from the members of the Board of Trustees after consideration of the following grounds :

- a) Seniority in active membership (refer to Byelaws) together with membership of the Executive Committee for minimum of four years.
- b) Continuous membership of the Association, without default, for minimum of seven years. After being nominated the ordinary member shall become a Life Member by payment of Life membership subscription. Ultimate decision of the members in connection with the nomination will be final.

6.2 General Body

6.2.1 General Body shall consist of all categories of members mentioned under clause 5.1

6.2.2 Right to vote shall be given to founder members, life members and members only (provided none of the above mentioned members have forfeited their membership).

6.2.3 The General Body shall meet at least once a year before 31st March (for quorum refer to Bye-laws).

The notice for General Body meeting shall be issued at least 30 days prior to the date of annual meeting. For an urgent specified purpose the meeting of the General Body can be called at the request of 25 members, the total membership of the Association at a short notice (8 days) any time during the year.

The President may call a Special General Body meeting at the request of the Executive Committee. Such urgent General Body meeting shall transact only the subject matter for which the body is called.

Quorum : 1/3rd members from the Head Quarters.

6.3 Executive Committee

Composition

- 6.3.1 a) Executive Committee shall consists of the elected eleven members [one President, one Vice-President, one Secretary (refer Byelaws) two Joint Secretaries, one Treasurer, one Joint Treasurer and four members] and three operating trustees nominated by the Managing Trustees. Outgoing President will be an ex-officio member of the Executive committee. In order to become an Executive Body member, an ordinary member should acquire some experience by working in some sub-committees of the Society.
- b) The conveners of the sub-committees, standing committees, members in-charge of the branches shall be invited to attend the Executive Committee meeting whenever required for reporting of their respective Committees / Branches.

6.3.2 Functions & Powers :

- a) To conduct activities of the Association.
- b) To elect seven office bearers from the eleven Executive members.
- c) To take decisions on admission and forfeiture of membership
- d) To appoint sub-committees and to appoint conveners of these sub-committees to carry on the activities of the association.

- e) To appoint all or any of the salaried employees of the Association and to regulate the conditions of service of all or any of the salaried employees.
- f) To examine, check and verify accounts, to appoint a Honorary Chartered Accountant-Auditor.
- g) To present to the General Body the annual reports, with the annual audited accounts and balance sheets and budgets.
- h) To enter into contracts with the Union and /or state Governments, Municipality and other public or private bodies or individuals on behalf of and in the name of the Association.
- i) To enquire into and take action in cases of arrears of dues to the Association.
- j) To purchase, take on lease, or in exchange or otherwise, and acquire any lands and buildings and any estate or interest therein and any rights connected with any such lands or property for and on behalf of the Association.
- k) To incur all necessary expenditure in pursuance of the activities of the Association.
- l) To open accounts in Scheduled bank or banks and to operate the same.
- m) To draw, endorse, accept discount, execute and issue charges, promissory notes in the name of the Association.
- n) To exercise such borrowing powers as are sanctioned by the members in a General Body meeting.
- o) To appoint Honorary Legal Advisor and Attorney to advise, institute, defend or compromise legal proceedings in the name of, for and on behalf of Association.
- p) To invest the funds of the Association not immediately required in approved securities
- q) To obtain from the Central or State Trusts, Municipality or other authorities and requisite permission, grant-in-aid and other assistance necessary/desirable for the activities of the Association.

- r) To hear and decide all complaints pertaining to activities of the Association.
- s) To appoint an election officer at least 3 months before the date of elections.
- t) To form branches outside Mumbai – as per provisions – in the guidelines (Article 9).

6.3.3 Term : Two years.

6.3.4 Meeting : The Executive Committee shall meet once a month. At least ten meetings in a year should be held.

6.3.5 Quorum : Any five members of the Executive Committee with once office bearer constitute the quorum. In case of inadequate quorum the decision taken at the meeting should be communicated to the absent members to invite their comments. In case there are no comments the decision taken should be considered accepted. The notice for the meeting shall be issued one week prior to the date of meeting. However, an urgent meeting can be called at any short notice at the discretion of the President or Vice-President and one of the Secretaries.

6.4 Office Bearers of the Executive Committee.

6.4.1 President : Shall preside over the meetings of the Executive Committee and National Council (see 6.5). The President shall follow up the decision taken by the committee.

6.4.2 Vice-President : Shall perform duties of the President, in the absence of the latter. In the absence of both, any other member agreed upon by the members present, shall preside over the meeting.

6.4.3 Secretary : Shall execute and administer the decisions taken by the National Council and the Executive Committee, in consultation with the President. He/she shall be responsible for carrying out the day-to-day activities of the Association, assisting the President and maintaining the records of the proceedings.

Secretary shall prepare and submit the change reports to the Asst. Charity Commissioner and Asst. Registrar of Societies from time to time as per provision of the Acts.

Joint Secretaries : They shall work in conjunction with the Secretary to perform day-to-day work of the Society. In the

absence of the Secretary, they shall jointly carry out the duties of the Secretary.

Treasurer : Shall receive subscription. He/she shall also receive donations and other moneys of the Association with the consent of the Board of Managing Trustees/ Executive Committee and shall issue receipts in respect of each. He/she shall maintain the accounts of the Association in the proper form and be responsible for the preparation and submission to the General Body, an annual balance sheet duly certified by the Hon. Auditor. He/She shall prepare a budget estimate of income and expenditure for each year.

After getting sanction of the Board of Managing Trustees (Explanation in Bye-laws) he/she shall submit the estimated budget, the Auditor's report, audited accounts of the trust as well as those of the Association to the Executive Committee, after getting them passed at the Executive committee to the Annual General Body and then to the Asst. Charity Commissioner as per the provisions of the Act. He/She shall send notices to all the members for arrears of membership fees, at least twice a year. He/She shall keep the membership list up-to-date with the help of the membership committee (explanation in Byelaws).

Joint Treasurer : Joint Treasurer shall work in conjunction with the Treasurer and in the absence of the Treasurer shall perform the duties of the Treasurer.

6.5 National Council :

Composition : National Council shall comprise of Board of Trustees including Managing Trustees, Executive Committee Members at the Headquarter and atleast one representative from different states and Union Territories of India.

6.5.1 Functions & Powers :

1. National Council shall suggest new Byelaws and to add, alter, or delete bye-laws within the frame work of the guidelines of the Association.
2. Shall be empowered to appoint Standing Committees. Tenure of Standing Committee shall be till the completion of the project for which the said committee was appointed (it may outlast the tenures of the National Council as well as Executive Committee).

3. Shall be responsible for the general policies of the Association.
- 6.5.2 Term : Corresponding to that of the Executive Committee – Two years.
- 6.5.3 Meeting : The National Council shall meet at least once a year possibly at the time of Annual General Body Meeting
- 6.5.4 Quorum : Any seven members will for a quorum. In case of inadequate quorum the decision taken at the meeting should be communicated to the absent members to invite their comments. In case there are no comments, the decision taken should be considered as accepted.

The notice for the National Council meeting shall be issued at least 15 days prior to the date of the meeting. However, an urgent meeting can be called at any short notice at the discretion of the President.

7. Election Procedure

- 7.1 One President and ten Executive Committee members shall be elected by the simple majority of the members present at the General Body Meeting convened specially for the purpose.
- 7.2 The members enrolled in the city where the head-quarters is located shall elect one President and ten members of the Executive Committee. These shall also be members from the head-quarters (Mumbai).

Six office bearers (other than the President) will be elected from the eleven elected members of the Executive Committee at their meeting after elections.
- 7.3 Nominations for the election to the President ship and for ten Executive Committee members of the Association shall be called for at least two months before the date of the General Body meeting by the election officer nominated by the Executive Committee. Any voting member who is not standing for election shall be eligible for appointment as an election officer.
- 7.4 Functions of the Election Officer
 1. He/She shall check and correct the electoral list of the voting members residing in Bombay only, with the help of treasurer and membership committee before inviting the nomination.

2. He/She shall prepare the format of the nomination forms along with the notice for elections as per byelaws. The notice and the nominations form shall be deposited under certificate of posting.
3. After receiving the nominations he/she shall scrutinize the same after referring to the electoral list. Nomination forms shall be valid only if the nominee, proposer and seconder is individually a voting member, without default in payment of fees. No one member shall be proposer or seconder for more than one nominee. For each nomination proposer and seconder should be different.
4. He/she shall inform, in case of invalidity of nomination (on grounds mentioned above) to the nominee concerned fifteen days before the date of elections. The final scrutinized list of the nominee shall be prepared by him/her and submitted to the Executive Committee fifteen days before the elections date.
5. He/She shall distribute the Ballot papers to the voting members present at the time of General Body Meeting, before voting takes place by secret ballot.

Election officer shall open all the Ballot papers after the voting stops and count the votes with the help of non-contesting member from the outgoing Executive Committee.

7.5 Eligibility for nomination : A voting member of at least one year standing is eligible for nomination (further details refer to byelaws).

7.6

1. If during the course of a year the office of the President falls vacant, then the Vice-president shall serve as President.
2. Vacancy of the Vice-President's post shall be filled by election from the rest of the Executive Committee. Any vacancy on the Committee except that of the President shall be filled co-option of a voting member of one year standing by the Committee.
3. The tenure of the Vice-President thus elected and that of the co-opted member/s shall be only till the remainder of the term.

7.7 In Case sufficient number of nominations for posts declared are not forthcoming the members from whom valid nominations have been

received shall be declared as duly elected and the remaining vacancies filled by co-option.

- 7.8 In case no nominations are received the National Council shall be empowered to nominate the Executive Committee.

8. Fund, Finance, Accounts and Audit

- 8.1 Fund : Title to real property shall be vested in the Board of Managing Trustees who shall have the power to sell, lease, mortgage or otherwise deal with the same, subject to approval of the General Body.

Finance required for carrying on the objectives of the Association or for furthering any of the objectives or for the purpose of achieving any specific objective to be declared may be raised or created :

1. By accepting donations
 2. By publishing for sale, journals, periodicals, papers, magazines, souvenirs etc.
 3. By receiving grants from Central or State Governments, semi-government institution, municipalities, trusts, international agencies etc.
 4. By accepting advertisements in publications mentioned above.
 5. By creating reserves out of subscriptions mentioned.
- 8.2 The trust shall hold the funds of the Association using the income there from for the purpose for which they are held in consultation with the Executive Committee. The account of the Trust shall be separate from that of the Association, called ACT Trust Fund Account. It shall be operated by any two of the three trustees nominated by the Managing Trustees pursuant to a resolution of the Board in that behalf.
- 8.3 Financial and membership year of the Association shall commence from 1st April and end on 31st March of the year. The accounts of the Association shall be audited by a chartered accountant nominated the Executive Committee.
- 8.4 The Executive Committee shall control the finance of the Association and sanction expenditure within the limits of the Association and sanction expenditure within the limits of the budget approved by the General Body at its Annual General Body meeting. In cases of urgent necessity the committee shall have power to authorize amount and report it to the General Body at its next meeting.

- 8.5 The Association's Bank account shall be operated by the Hon. Treasurer and the President or Secretary jointly.
- 8.6 All bank accounts, deposits and other investments shall be opened, kept and made in the name of the Association pursuant to a resolution of the Executive Committee.
- 8.7 All deeds, conveyance, mortgages, leases, transfers and other instruments relating to any property of the Association and all contracts in writing shall be signed jointly by Chairman of the Board of Managing Trustees and the President of the Association on behalf of the Association, pursuant to a resolution of the Executive Committee.
- 8.8 In the event of the Association having been dissolved in accordance with Sec. 13 & 14 of the said Act, 1860.

9. Branches in States or Union Territories of India

- 9.1 The Executive Committee shall have the power to approve the formation of the branch of the Association in an area where there are at least 10 members.
- 9.2 To start a branch, the area (viz. city of a state) members shall authorize one of them to act as the convener. The convener shall write to the Secretary requesting the authorization of the Executive Committee. After getting this authorization the convener from cities other than the city where the headquarters is situated shall form an *ad-hoc* working committee for the given branch, in consultation with the Executive Committee. This state branch working committee shall nominate a secretary, who shall be responsible for conducting the affairs of the branch. The branch shall nominate an Hon. Auditor, who shall audit the expenses of the branch. In one given branch there shall be units in different cities/towns/villages within the state. In addition, several Units located in different parts of the city may function with permission of the branch – working committee /Executive Committee (refer byelaws). Each unit shall have a convener and he/she shall report the activities of the unit to the respective branch. The activities of the unit shall be on the same lines as that of the branch.
- 9.3 The rules of the branch shall provide inter alia.
 - 9.3.1 Name : Action Council against Tobacco Branch
 - 9.3.2 The objectives of the branch will be the same as of the Association.

- 9.3.3 The branch shall follow the same constitutional guidelines of the Association as far as the financial and organizational matters including the elections are concerned.
- 9.3.4 The branch shall be eligible to receive 75% of the subscription collected from the members of the Association resident in that branch but not less than Rs. 150/-. Remaining 25% shall be remitted to the Treasurer, Executive Committee, ACT headquarters, Mumbai. The Executive Committee shall have the power to make *ad hoc* grants to a branch on special request.
- 9.3.5 The Branch Secretary shall submit to the Treasurer of the Executive Committee consolidated audited account including those of units if the expenditure of the branch is above the prescribed limit and needs to be audited according to Government regulations, latest by middle of April in the prescribed forms. He/She shall also report the activities of the Branch before March 31st of the given year. The financial year of the Branch will be from 1st April to 31st March.

10. Procedure of Amending the Guidelines

- 10.1 The proposal for the amendment of the guidelines by any member of the Association shall be sent to the Executive Committee so as to reach them six weeks before the General Body Meeting. In case of members other than the city of headquarters, the proposal may be sent through the branch unit working committee.
- 10.2 The proposed amendment should be typed and signed by the proposer members.
- 10.3 The Executive Committee shall scrutinize and shall use its discretion for preparing the final list of the proposed amendment (refer byelaws). This list shall be circulated to the members at least four weeks before the date of the General Body meeting called specially for that purpose. An affirmative vote of 3/8th of the voting members of the Association shall be required for their adoption. Out station members – (members stationed outside Mumbai) may express their vote for or against each amendment by a letter to reach the Secretary at least one week before the date of the meeting sent under certificate of posting. In case there is no reply from a stationed member or a member stationed at Mumbai fails to attend the meeting specially convened for passing the amendments, her vote will be considered as affirmative vote for the adoption of amendments.
- 10.4 Change in rules and regulations

So far as concerns the alteration, extension of abridgement in the para if the memorandum of Association, the provisions of sections 12 and 12 A of the Societies Registration Act 1860, shall apply.

ACTION COUNCIL AGAINST TOBACCO
Society Registration Act, 1860
Bombay Public Act, 1850

BYE-LAWS

(I) DEFINITIONS :

1. Association : Action Council against Tobacco I
2. Guidelines : The latest amended guidelines passed at the General Body meeting.
3. Bye-laws : Regulations laid down and duly passed by the General Body from time to time within the frame work of the guidelines for smooth working of the Association.
4. Board of Trustees : All founder members and nominated outstanding personalities.
- 4a Board of Managing Trustees : Nominated founder members and nominated members from Board of Trustees.
5. Executive Committee : Constituted by the President, Vice-President, Secretary, Two joint Secretaries, Treasurer and Joint Treasurer, 4 elected committee members, three Trustees nominated by the Board of trustees and outgoing President (ex-officio).
6. Founder Member : Members who have initially worked for the formation of the Association and enrolled during the period of registration.
7. Member-in-charge of the Units : A member acting as Liaison Officer between the Executive Committee and the Units.
8. Voting Members : A founder member, a life member and a member of at least six months standing. Further those members whose membership has not been forfeited under clause 5.2.1; 5.2.2 and 5.2.3 of the guidelines and who have paid their membership fees upto date at least three months before the dates of the elections.
9. Trust Fund : As the fund of the Association which will include all funds other than the yearly membership fees such as Life membership fees, Donations, grant-in-aid received from Government or Municipality etc.
10. Association Funds : The funds collected as the annual membership fee.

11. Active Member : A member belonging to the head-quarters (Bombay) of a 7 years standing as a member and having served on the Executive Committee and or as a convener of a sub-committee or a standing committee.

(II) Membership

1. The membership shall be confined to members under clause 5.1.
2. All members, except student members and Honorary members shall have voting rights.
3. New members will acquire a voting right if he/she is granted membership six months prior to date of election.
4. Student members – on graduation – shall fill in new membership form for membership – no admission fee shall be charged.
5. Subscription : Admission fee of Rs. 10/- for new member.

5.1	Member abroad	\$ 20/- p.a.
	Member India	Rs. 50/- p.a.
5.2	Student member – India	Rs. 15/- p.a.
5.3	Life member-India	Rs. 500/-
	-Abroad	\$200/-
5.4	Institute membership	Rs. 1000/-
6. Any person desirous of becoming a member shall fill in the membership form. He/she will be introduced by a member of one year standing. The said form will be scrutinized by the membership committee and then the same will be forwarded to the Executive committee with the recommendation for final acceptance.
7. Application for readmission will not be permitted more than twice.

(III) Meetings

Schedule

- a. Board of Trustees : Once per year.
- b. Board of Managing Trustees : Once in six months
- c. General Body : Once a year before 31st March.
- d. Executive Committee : At least one meeting per month and minimum 10 meetings per year.
- e. Sub-committees: According to the direction of the Ex-Committee.

- f. National Council : Once a year preferably before the General Body Meeting.
- g. Standing committees : According to the need of the project for which the committee is constituted.

The date, time, place, agenda of the meeting shall be informed by a notice to those members who are supposed to and are entitled to attend the meeting. The said notice shall reach the members concerned as per the following :

- 1. Board of Trustees : One week
- 2. Board of Managing Trustees : One week
- 3. General Body : One month
- 4. Executive Committee : One week
- 5. Sub-Committee : As per directions from the Ex-committee.
- 6. National Council : Two weeks.
- 7. Standing Committee : As per need for the project for which committee is formed.

Procedures :

- 1. Apologies
- 2. Minutes of previous meetings.
- 3. Business arising out of the minutes.
- 4. Unfinished business of the previous meetings if any.
- 5. Adopting the minutes.
- 6. Reports of the Treasurer / Secretary.
- 7. Adoption of reports
- 8. Reports of various committees.
- 9. Adoption of reports
- 10. New business, if any.
- 11. Correspondence, if any
- 12. Next date of meeting
- 13. Vote of thanks.

(IV) SPECIAL EXTRAORDINARY MEETINGS

May be called as per the following schedule :

1. Board of Managing Trustees : by the Chairman of the Board or by written request of 3- founder members/trustees.
2. Board of Trustees : By the Chairman of the Board or by written request of 3- founder members /trustees.
3. Executive Committee : by the President or by written request of 4 Executive Committee members.
4. General Body : By President at the request of the Executive Committee.
5. Sub-committee : as directed by the President or Executive Committee.
6. National Council : by President or by written request by 3-founder members-Trustees- and 3-Executive Committee members.

The notice of the Special Meeting of the General Body, National Council and Executive Committee shall be sent by the President and the notice shall contain the matter to be considered and no other business shall be transacted. The notice for special General Body shall be sent under certificate of Posting or by hand delivery.

(V) QUORUM

At the meeting as per the following schedule

1. Board of Managing Trustees : $1/3^{\text{rd}}$ of the total members.
2. General Body : 10 voting members – plus not less than $2/3^{\text{rd}}$ of the Executive Committee members, including four office bearers. In the event of lack of quorum – the meeting will be adjourned, and reconvened after 15 minutes break. Decision taken at such reconvened meeting should be abided by.
3. Executive Committee : 5 members.
4. Sub-committee : as decided by the Executive Committee.
5. National Council : Any 5 members.

In case of formation of new byelaws or amending the existing byelaws – the quorum should be as follows – 5 founder trustees, 5-Executive Committee members and at least one regional representative. These should be passed by 2/3rd majority of the members present.

(VI) REPRESENTATIVES OF DIFFERENT REGIONS ON THE NATIONAL COUNCIL (Outside Head-quarters, Mumbai)

One representative from the geographic regions i.e. West, East, South, North and Central India. In case of there being more than one branch in a geographic region, the representation will be by rotation.

(VII) UNITS

In a city, will be only for the purpose to conduct programmes and other ACT activities which will be subjected to the approval of the Executive committee / Branch working committee as the case may be.

(VIII) PROPOSALS FOR AMENDMENT OF THE GUIDELINES

As the Executive Committee is an elected representative Body of the organization its discretion in scrutinizing the proposal should be abided by.

(IX) DUTIES OF TREASURER

The Treasurer should consult the Board of Managing Trustees regarding the funds available before preparing the budget for the coming year.

ACTION COUNCIL AGAINST TOBACCO
Society Registration Act, 1860
Bombay Public Trust Act, 1950

NOTICE FOR ELECTION

Date _____

All voting members of ACT- India are hereby informed that the elections for the post of President and 10(ten) Executive Committee members shall be held on :

Date:

Time :

Venue :

Signature of Election Officer

Instructions :

2. Nomination forms are enclosed herewith.
3. Ballot papers will be given to the voting members at the time of elections.
4. List of the voting members is kept at the office.
5. All members excluding Associate members and honorary members and student members are voting members provided:
 - a. The Member has paid the subscription dues by _____
 - b. Those whose membership is not forfeited under clauses 5.4.1, 5.3.2, 5.3.3 of the guidelines
 - c. A member of six months standing.

6. Eligibility for nomination
 - a. A voting member who has worked on the Executive Committee for at least two terms (as office bearer one term) is eligible for nomination to the post of President.
 - b. A voting member who has worked on a sub-committee for at least 2 years and / or has been active worker throughout her membership alone will be eligible for nomination to the Executive Committee.
7. Nomination forms will be valid only if the proposer and seconder is individually a voting member, of at least one years standing.

**ACTION COUNCIL AGAINST TOBACCO
Society Registration Act, 1860
Bombay Public Trust Act, 1950**

NOMINATION FORMAT

Name of the nominee

Post

Proposer (Name)

Signature

Secunder Name

Signature

Signature of the nominee

Date of nomination

**ACTION COUNCIL AGAINST TOBACCO
Society Registration Act, 1860
Bombay Public Trust Act, 1950**

FORMAT FOR MEMBERSHIP FORM

Objective : To create a tobacco free society

Action Programmes

1. Promote objective through all media of communication i.e. A.I.R., T.V., Film scripts, popular magazines etc., and also arranging seminars, lectures, exhibitions and visits to scientific institutions.
2. Collect and disseminate information of the work of scientists active in different fields.
3. Publish a quarterly newsletter to keep in touch and express idea freely and frankly.

ACTION COUNCIL AGAINST TOBACCO
Society Registration Act, 1860
Bombay Public Trust Act, 1950

APPLICATION FOR MEMEBRSHIP

To,
The Secretary,
Action Council against Tobacco
Room no. 129/3, 5th Floor, Annexe Building,
Tata Memorial Centre
Dr. Ernest Borges Marg,
Parel, Mumbai 400012

Sir,

I am interested in the objectives of ACT-India and desire to become a members/student member/Life Member of the Association. I enclose herewith Rs. _____ (cash/cheque drawn on _____) as my membership contribution.

Name in full _____
(Block letters)

Academic _____
Qualifications _____

Occupation & _____
Experience _____

Whether a member and / or office bearer of any other association Yes/No

Residential Address _____

Residential Tel. No. _____

Office Address _____

Office Tel. No. _____

Introduced by _____

Date : _____ Signature _____

(for office use only)

Remarks _____

Admitted on

Date: _____ Signature _____