

# INDIAN SOCIETY OF VICTIMOLOGY

## BYE – LAWS

(as amended on 13.08.1994, 05.09.1995 and 19.11.2004)

1. NAME OF THE SOCIETY : “INDIAN SOCIETY OF VICTIMOLOGY”
- 2.a. ADDRESS OF THE REGISTERED OFFICE OF THE SOCIETY : DEPARTMENT OF CRIMINOLOGY  
UNIVERSITY OF MADRAS,  
CHEPAUK, MADRAS – 600 005.
- 2.b. ADDRESS OF THE ADMINISTRATIVE OFFICE OF THE SOCIETY : DEPARTMENT OF CRIMINOLOGY AND  
CRIMINAL JUSTICE ADMINISTRATION  
MANONMANIAM SUNDARANAR  
UNIVERSITY, ABHISHEKAPATTI,  
TIRUNELVELI-627 012
3. DATE OF FORMATION : 14.08.1992
4. JURISDICTION OF THE REGISTRAR : DISTRICT REGISTRAR,  
MADRAS-CENTRAL, MADRAS – 600 018.
5. WORKING HOURS : 10:00 A.M. TO 5:00 P.M.
6. OBJECTS:
  - a. To bring willing members into contact with one another with a view to establish relations of friendship and goodwill towards one another so that they can have exchange of thoughts and views.
  - b. To advance victimological research and practices in India.
  - c. To encourage interdisciplinary and comparative work and research in this field.
  - d. To provide a national symposium for victimology ordinarily every two years that will serve as a forum for national scholars, practitioners and students.
  - e. To organize periodic seminars, work shops and institutes.
  - f. To bring out publication of a journal and a newsletter.
  - g. To establish co-operation among victimologists throughout the world so as to initiate and maintain an active exchange of ideas.
  - h. To establish a Library consisting of useful books for the use of the members.
  - i. To raise funds for the society by way of subscriptions, donations or other means for the above objects.
  - j. To do all or any of the above things and all such other things as are incidental or may be thought conducive to attainment of the above objects or any of them.
7. The PRESIDENT of the society is empowered to give directions regarding the business of the Society.

8. The society shall sue or to be sued in the name of the GENERAL SECRETARY.

9. MEMBERSHIP:

- a. Those persons and organizations who are devoted to the studies of victimology and the improvement of the plight of victims are eligible to become members. This may include scientists, students, practitioners, organizations, victim helpers, volunteers and others, who have concern and interest in the victim assistance programmes.
- b. The society shall consist of fellows, life members, ordinary members and institutional Members. Persons of distinction who had contributed to the advancement of victimological research through the channel of the Indian Society of Victimology shall be eligible for election as fellows and they are not required to pay any subscription. Persons interested in victimological research and allied fields shall be eligible for nomination as life and ordinary members. Institutions interested in victimological research and allied fields shall be eligible for institutional membership of the society.
- c. The membership is developed through admission in the society upon written application. The admission is accepted by the president. Members may propose for admission to the society candidates for whom they have a personal knowledge and shall send to the President the names and qualifications of these candidates on a written application. Each nomination must be supported by at least two members. Any Association / Institution may similarly be proposed for the institutional membership of the society. The granting of membership shall rest with the Executive committee.
- d. SUBSCRIPTION:
  - (i) ORDINARY MEMBERS: Each ordinary member shall pay an Annual subscription of Rs.50/- and an admission of Rs. 25/-.
  - (ii) LIFE MEMBERS: The life member shall pay Rs. 500/- in one installment and an admission fee of Rs. 25/-.
  - (iii) INSTITUTIONAL MEMBER: The institutional member shall pay an Annual subscription of Rs. 3000/- (Rupees Three Thousand only) and an admission fee of Rs. 50/-.
  - (iv) STUDENT MEMBER: The Annual subscription for the student member shall be Rs. 25/- with an admission fee of Rs. 25/-.
  - (v) HONORARY MEMBER: The Approved Honorary membership is awarded to an individual to honor his or her progress and also significant accomplishment in the victimological field. The honorary membership is decided by the Executive committee and is awarded by the President or Secretary. The Honorary membership can be given as the Executive committee finds the need for it. Nomination for this award must be given in written form from one member of the society to the President.

10. REMOVAL OF MEMBERSHIP:

- a. A member can be removed from membership on the basis of a Resolution passed by the Executive committee on the ground that he acts against the interest of the Society or behaves in a manner prejudicial to the dignity of the society. Committee's decision in all such cases shall be final and binding.
- b. Membership ends upon the written resignation of the member effective at the end of the business year.
- c. Membership ends upon death.
- d. Membership ends automatically upon non-payment of dues for two consecutive years.
- e. Membership ends when the organization as collective membership is dissolved.
- f. Membership ends upon the expulsion when it is deemed by the Executive committee that continued membership in the Indian Society of Victimology would be a discredit and its goals would be damaged: this will be decided upon by the Executive Committee.

#### 11. RIGHTS, OBLIGATIONS & PRIVILEGES OF THE MEMBERS:

- a. Members have the right to attend all General Meetings and Extra-ordinary General Meetings when convened and to vote at all such meetings. All members are eligible to be elected as members of the committee.
- b. All members shall abide by the Rules and Regulations of the Society and shall contribute to the development of the society.

#### 12. MANNER OF TRANSACTING BUSINESS:

- a. The General Secretary of the Society is empowered to transact all the business of the Society in conformity with the objects of the Society. However, he shall also present Annual Report and Audited accounts for each past year and a broad programme and budget for the ensuing year. The President shall have the powers of directions to amend or discontinue any programme or accept and carryout fresh programme.
- b. Decision of the General meetings shall be made by simple majority vote and in the case of a tie by a casting vote by the President, say in the case of special resolutions.

#### 13. EXECUTIVE COMMITTEE:

- a. The committee consisting of One President, 5 Vice Presidents, One General Secretary, One Treasurer and 7 Committee members for the management of affairs shall be elected at the Annual General Body meeting from among the members for a period of two years. Members are eligible to be re-elected in subsequent years.
- b. The President shall convene the meeting of the committee whenever necessary or as requisitioned by any committee member with a notice of atleast 7 days in advance. 5 members constitute the quorum.

#### 14. DUTIES AND POWERS OF EXECUTIVE COMMITTEE:

- a. The Executive committee is the leading authority of the Society and carries out all decisions under the mandate of the General membership.

- b. The Executive committee shall have to manage and administer the affairs and the funds of the society.
- c. The Executive committee shall have to prepare the budget and lay it before the Society for approval.
- d. The Executive committee shall have to maintain the accounts, prepare the annual statement of income and expenditure and have them audited.
- e. The Executive committee shall have to prepare the Annual Report and lay it before the Society for approval.
- f. It may delegate any of its powers and functions to any of the office-bearers or members.
- g. It may make bye-laws for the admission of members, the conduct of its affairs and the regulation of its business and procedure and rules for the control and guidance of its staff (if any).
- h. It shall be competent to appoint, dismiss and control the paid staff (if any) and
- i. The Executive committee may invite any scientific society or eminent person to participate in a meeting.
- j. If an interim vacancy arises in the Executive committee, the Executive committee may co-opt a suitable member to fill up the vacancy, and
- k. The Executive committee will have powers to co-opt two additional members to it.

#### 15. DUTIES AND RIGHTS OF OFFICE BEARERS:

- A. **PRESIDENT:** The President shall preside over all the meetings of the Executive committee and General Body Meetings and lead all deputations. Ordinarily, he shall have one vote but shall be entitled to a casting vote in case of equality of votes. He is the Chief Executive of the Society.
- B. **VICE PRESIDENT:** In the absence of the President, a Vice President shall perform the duties of the President.
- C. **GENERAL SECRETARY:**
  - (i) The General Secretary shall be in charge of all the records and property of the Society.
  - (ii) General Secretary shall convene all meetings of the Society including the meeting of the Sub-committee if any, constituted by the Executive committee and shall give due notice of these meetings to the members concerned.
  - (iii) He shall keep accurate minutes of all meetings of the Society and the Executive committee which shall be confirmed at the meeting.
  - (iv) He shall see that the Resolution of the Society and those of the various committees are put into execution.
  - (v) He shall prepare the Annual Report of the Society in consultation with the President and the reports of other committees.
  - (vi) The President and the General Secretary shall sign all documents, contracts, agreements on behalf of the Society.
  - (vii) He shall carry on all correspondence in the name and on behalf of the Society and shall promptly carry out the order and resolutions of the committee.
  - (viii) In the absence of the General Secretary, the Treasurer shall perform the duties of the General Secretary.

#### D. TREASURER:

- (i) The Treasurer shall maintain all the account books, vouchers and receipts of various forms of income and expenditure of the Society. The accounts shall be maintained in English.
- (ii) The Treasurer shall submit for the adoption of the Executive committee at their meetings a detailed accounts of receipts and disbursements of the Society duly checked and signed. He shall also place before the Annual General Body a balance sheet for the year signed by himself, the President and the General Secretary and duly certified by an Auditor.
- (iii) He shall not keep in his hands an amount exceeding Rs. 300/- (Rupees Three Hundred only) but shall deposit all sums in excess of this amount in the name of the Society with a bank or banks that are approved by the Executive committee.
- (iv) The Treasurer shall not pay any Bill for payment unless it is signed by the President or the General Secretary.
- (v) In the absence of the Treasurer, the General Secretary shall perform the duties of the Treasurer.

#### 16. FILING OF DOCUMENTS:

The General Secretary of the Society will prepare and file the necessary records required with the Registrar of Societies.

#### 17. ACCOUNTS AND AUDIT:

The accounts shall be maintained by the Treasurer according to Rules 18 and 19 of the Society Rules 1978. The Financial year of the Society shall be from April to March every year. The qualified Auditor or auditors of the Society will be appointed at the General Body Meeting to audit the accounts of the Society for the ensuing year.

#### 18. SUPPLY OF DOCUMENTS:

Copies of Bye-Laws, the receipt and expenditure account and the balance sheet will be supplied to the members at Re.1/- per copy.

19. No funds were earmarked specifically at present by the committee for the purpose of making provision for a dependant of deceased or disabled members as laid down in section 25 of Registration Act, 1975.

#### 20. DAY –TO- DAY TRANSACTION OF THE BUSINESS OF THE SOCIETY:

The Treasurer can have an Imprest amount of Rs. 300/- (Rupees Three Hundred only) to meet the day to day expenditure of the Society.

#### 21. FUNDS OF THE SOCIETY:



Funds of the Society shall generally be deposited in a scheduled or Nationalised bank by the committee and the bank account shall be operated by the General Secretary and Treasurer or the President and General Secretary jointly.

**22. GENERAL BODY MEETING:**

At least one General Body shall be conducted once in a year within SIX months on or before SEPTMBER after the closing of the financial year of the Society. 21 days clear notice shall be given to all members by post. The quorum for the General Body Meeting shall be 1/3 of the total members of the Society. The notice shall specify the date, hour and place of General Body.

**23. EXTRA ORDINARY GENERAL BODY MEETING:**

An Extra Ordinary General Body Meeting of the Society may be convened by the President for any specific purpose or on the written requisition of the Executive committee by atleast 1/4 of the members of the Society. Notice and quorum will be same to that of the General Body Meeting. In default, such meeting may be convened by the requisitionists themselves.

**24. ADJOURNMENT OF MEETING:**

If required quorum is not present at the appointed hour, the meeting will be adjourned to the next half an hour. No quorum is required for the adjourned and requisitioned meetings.

**25. SPECIAL RESOULUTIONS:**

Special Resolution is one passed by three fourth members of the Society. The above Resolution is required for amending the Memorandum and Bye-laws of the Society; dissolve the Society and to change the name of the Society.

**26. DISSOLUTION:**

The Society shall not be dissolved unless its dissolution is decided upon through a resolution passed at the Extra Ordinary General Body Meeting by a majority of 3/4<sup>th</sup> of the members present at the meeting.

**27. EXHIBITION OF REGISTERS:**

The members' register books of accounts and minute books shall be kept at the Registered office of the Society for exhibition to the members of the Society during business hours at free of charge.

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