



All Assam Women Writers Association

Constitution of All Assam Women Writers Association

Section I: Name

1. The name of this organization is All Assam Lekhika Samaroh Samiti (All Assam Women Writers Association). Hence only the name “Samaroh Samiti” shall be mentioned hereafter.

Section II: Objective

2. The prime objective of this organization is to encourage the holistic development of Assamese language, literature, culture for women writers and readers of literary work of women and to empower women. This objective shall be met according to the following.

- (a) To publish and preserve Assamese language, literature and culture.
- (b) To publish a spokes magazine by the name of “Lekhika”.
- (c) To publish books of women writers judged proper.
- (d) To contribute to the women writers found appropriate for publication of her selected book and to award the women writer for her book found appropriate.

- (e) To arrange for development and preservation of music, drama and fine arts for Assamese culture.
- (f) To publish and discuss ancient sculptural art.
- (g) To work on various aspects of development for language and music
- (h) To encourage upcoming women writers towards development of literature.
- (i) To award artists for special contribution to Assamese culture.

3.This establishment shall keep away from political, caste based and group based discussion.

Section III: Structure and Membership

4.This institution will have main committee, branch committees and district committees.

5.This institution will have five tier memberships.

- (a) General member
- (b) Life member
- (c) Special membership with two tier membership
- (d) Advisory member
- (e) Patron member

6. All incumbents of 18 years of age or above interested in Assamese language, literature and culture can be member of this institution through the branches or directly.

7. Admission fees of Rs. 100/- and annual contribution of Rs. 100/- are to be remitted at the branch for consideration of membership of central committee. In all those locations where there is no branch the incumbent can apply straight to the central committee.

8. Those who fail to contribute for two years consecutively shall be eliminated from membership.

9. Remittance of admission fee of Rs. 100/- and another Rs. 502/- along with filling of the prescribed form may entitle the applicant as life member subject to the recommendation of the executive committee of the institution.

(a) Willingly, male / female incumbents with inquisitiveness on All Assam Women Writers Association and with interest on Assamese language & literature may contribute Rs. 5001/- and Rs. 3001/- towards the institution for inclusion as an advisor or patron member respectively.

10. The under mentioned shall be considered as special members-

(a) Founder President and Secretary of a branch

(b) Founder President and Secretary of the central committee.

(c) All ex Presidents and ex General Secretaries

11. Deleted

Section IV: Main Committee

12. The main committee will be constituted according to the law of general membership.

13. The biennial conference of All Assam Women Writers' Association shall be held every two years.

14. Two General Body meet shall be convened at least twice a year.

15. To organize the General Body meeting, the General Secretary shall give 20 days' advance notification.

16. The General Body will decide on the following-

(a) Submission of annual revenue and expenditure.

(b) To pass the annual revenue and expenditure by audited C.A and recommend budget for next New Year.

(c) For the New Year new programs shall be prepared and accordingly executed.

17. At least 30 general members shall form a branch. The central executive committee might consider creation of branches with less than 30 members according to circumstances.

18. Branches can be formed outside the state and abroad as well, as per recommendations of the central committee.

Section V: Executive Committee

19. There will be an executive committee to take up essential work of the institution.

20. According to the law, the selected members shall select Executive Committee members for the Subject Committee meeting.

21. The tenure of the Executive Committee shall be of two years.

22. In order to form a quorum one third of the members of the Executive Committee shall have to be in attendance.

23. The central office of the institution shall be located at Tezpur.

23(a) In addition to the central office at Tezpur, there would be branches of central office in Guwahati and Jorhat.

24. The Executive Committee shall be formed with 65 members as per the following parameters:

(a) Founder president – 1

(b) President – 1

(c) Working President – 2

(d) Vice President – 10

(e) General Secretary – 1

(f) Secretary – 1

(g) Joint Secretary – 2

(h) Assistant Secretary – 8

(i) Magazine Secretary – 1

(j) Treasurer – 1

(k) Publication Secretary – 4

(l) Publication director – 1

(m) Members – 32

25. (a) Additionally there could be 5 nominated members

(b) There may be five invited members

(c) One member from every branch outside the state may be inducted.

26. The Secretary and President of both the branches and district committees may be included as ex officio member; however they will not have voting rights.

27. Because the central office is located at Tezpur, the treasurer shall be nominated from the same location.

28. The Executive Committee will select the magazine Editorial Committee. A magazine subcommittee shall consist of 11 members including the President, General Secretary and Magazine Secretary.

29. The Executive Committee shall on requirement select librarian and appoint other workers for office management. However no salaried member of the committee can become member of the Executive Committee.

30. Without producing an acceptable and written reasoning, if any member is continually absent on three Executive Committee sittings may be asked to retire by the same.

31. If there is a vacancy on membership or portfolio in the Executive Committee, it can be populated by the committee after adopting a resolution.

32. The Executive Committee can induct general members and branches into All Assam Women Writers Association.

33. The tenure of members and executives of Executive Committee shall be of two years.

(a) The President, Working President and General Secretary cannot continue at the same portfolio for more than two terms.

34. The Executive Committee shall be formed in every two years at the Subject Committee meeting. The earlier executives may re-elect the members and executives.

(a) In order to become a member of central Executive Committee, one should have to serve at least four years as Executive membership of branch.

35. The Executive Committee shall sit for at least five counts in two years.

36. In order to notify an Executive Committee meeting the General Secretary has to give at least 15 days advance information. In case of an emergency the General Secretary may call an Executive Committee meeting even in three days time.

37. One third of the total members of the Executive Committee, citing appropriate reason may request for an Executive Committee meeting to the President giving 15 days time which the General Secretary has to oblige. In case of no show, the incumbent members may notify the President, the General Secretary and members at least ten days in advance for a meeting of the Executive Committee.

38. In case of extra ordinary situation, the President can notify an Executive Committee meeting in 10 days advance information.

39. The President of the institution shall preside over the Executive Committee meeting. In case of absence of the President, the Working or Vice President may preside over. In case of absence of both the Working and Vice President due to any reason, a senior most member of the Executive Committee may preside over the meeting of the Executive Committee.

40. An Advisory Committee shall be formed with 3 to 7 members. These advisors shall have to be nominated at the Subject Committee.

41. These advisors will be ex officio members of the Executive Committee without voting right.

42. The Executive Committee shall prepare annual report for presentation at the General meeting.

43. The General Secretary has to get the financial report audited by Chartered Accountant and presented to the Executive Committee before presenting at the General meeting.

44. The Executive Committee has to prepare new budget after recommendation by the General committee.

45. In order to allow smooth functioning of activities of the institution, the Executive Committee shall form Steering Committee.

(a) The Steering Committee may advise formation of subsequent Executive Committee based on by-law.

(b) The following member will form the steering committee- President, Working President, Treasurer, General Secretary and 11 members.

(c) The Steering Committee may decide on proposals required on urgency. However, the same has to be passed at the subsequent Executive Committee meeting.

46. The Executive Committee will have the power to expel and to take appropriate disciplinary action against any member indulging in false propaganda

and breaching laws of the institution or being proved to be involved in actions harming decorum of the institution.

47. The President shall be the primary executive of the institution and shall have obligatory responsibilities of all proceedings.

(a) A senior member of the institution associated from the grass root to structural level and exclusively involved with command in language, literature and experience with educational capability shall be considered for the role of President.

48. The President shall have the right to be present at any meeting of the sub committees.

49. The President can take appropriate measures if she finds misuse of the by-law in any manner.

50. The General Secretary shall have to go by the same credentials mentioned in clause 47(a) above.

(a) The President and General Secretary shall be member of all sub-committees.

51. (a) The General Secretary of the Executive Committee shall take steps for implementation of the decisions of the same.

(b) The General Secretary shall have to be communicated for all organizational requirements.

52. The General Secretary shall put her signature in all agreements and shall represent the institution in management of legal matters.

53. In order to audit the finances of the institution, the Executive Committee shall appoint an internal auditor for two years.

54. The auditor shall be a competent professional from outside the institution.

55. Apart from the President and General Secretary, no other member shall be able to make statements in writing or verbally on behalf of the institution.

56. If any member desires to resign may submit the resignation letter to the President. The letter could be accepted by the Executive Committee. However the resignation letter has to be accepted only at the following meeting of the Executive Committee.

57. The portfolios cannot be by and large brought down at successive periods however with the supportive bearing of a majority of members, there shall be no hurdle in doing so.

Section VI: Collection of fund

58. This institution will collect fund according to the following rules –

(a) Membership fees

(b) Donation

(c) Grants received from State and Central governments.

(d) Grants received from development oriented organization.

(e) Funds received from publications shall be utilized at the publications of subsequent periods on recommendation

Section VII: Financial Transaction

59. As per directive of the Executive Committee, the financial assets of the institution shall be kept at a bank in Tezpur.

60. The transaction with the bank may be affected by joint signatories: Treasurer and General Secretary or Treasurer and President.

61. The General Secretary shall reserve the right to deposit any fund of the institution received through grant or donation.

62. The General Secretary may keep up to Rs 10,000/- for essential expenses.

63. The branches shall have no power on properties earned by the central committee. However if any branch ceases to exist, the properties so attached with the branch shall be managed by the central committee.

64. The General Secretary shall maintain the following documents –

(a) Work load/processing register

(b) Cash book

(c) Salary registers

(d) Receipt book

(e) Invoice file

(f) File of note of auditor

(g) Record book

(h) Register of casual expenses

(i) Passbook of the bank

(j) All transaction papers with various establishments including government and private offices.

65. All expenses shall be routed through the General Secretary and she shall issue receipts while collecting funds.

66. For all payments and kinds received by the institution the General Secretary shall issue printed receipts.

Section VIII: Reception committee

67. A Reception Committee shall be formed at the place where the biennial conference shall be scheduled to be held.

68. The bi-annual conference shall be held at the interval of every two years and in the month of February or on other times as per suitability.

69. The Reception Committee shall discuss with the Executive Committee about the schedule of conference.

70. The Reception Committee will bear all expenses of the conference including the cost of printing of speech of the President of the particular conference, President of Reception Committee and distinguished guests.

71. The Reception Committee can hold symposium, discussion forum, seminar of poets, seminar on history and music seminar alongside the conference. However, this needs to be permitted by the Executive Committee.

72. The Reception Committee shall decide the sequence of events of the conference under guidance of the Executive Committee. If required the Executive Committee might alter the sequence of events.

73. The Reception Committee under the guidance of the Executive Committee shall decide on the inaugurating person, the President, Special Guest etc. and invite the Chief Guest evaluating the contribution made by the person to language and literature.

74. Within six months of inviting to hold a conference by a designated location, the incumbent shall organize a public meeting by announcing widely and shall form a Reception Committee and an Executive Committee with President, Secretary, Treasurer and other selected portfolio holders.

75. The Reception Committee shall get the financial budget of the conference recommended by the central Executive Committee and shall table for acceptance by the General Secretary after being passed by the Reception Committee within three months of the occurrence of the conference.

Section IX: Sub rule of the branches

76. In order to form a branch the necessary application form has to be filled and sent to the Central Committee.

77. The entire fund meant to be sent to the Central Committee shall have to be cleared by the branch before every bi-annual conference.

78. Every branch shall be a subscriber to “Lekhika”.
79. Admission fee of every member i.e Rs. 100/- and 50% of annual contribution of Rs.100/- and Entry fee of Rs.100/- shall be remitted to the Central Committee.
80. Every branch will have an Executive Committee comprising of at least 15 elected members out of whom there shall be a President, Secretary and Treasurer.
81. There shall be conference of the branch once in every two years. The conference of the branch shall precede the conference of the Central Committee.
82. The tenure of the Executive Committee shall be of two years and the bye-laws followed by the Central Committee shall be the foundation for the branch.
83. One third member of the Executive Committee shall be necessary for a quorum.
84. The Secretary of the branch shall prepare a list of the members who had remitted the admission fees and other contribution towards formation of the branch and shall remit the payment to the Central Committee after duly receipted.
85. The branch shall be able to print its own receipt book for admission of members.
86. Branch shall be able to use the original registration number after permission given by the Central Committee.
87. Every branch shall send annual work schedule and financial details to the central Executive Committee. The original registration number shall be used by the branch.
88. Every branch committee shall keep a register of work schedule, cash book, receipt book, invoice file, note file of auditors, salary register, register of casual expenses and one list of members.

89. In order to proceed with the purpose of a meeting the branch can accept other kind of contribution on top of the annual half contribution made to the Central Committee and shall keep detail financial statement.

90. All funds belonging to the branch shall be deposited at a nearby branch of bank or post office. Secretary/ President and Treasurer shall jointly put signatures for banking transactions.

91. The branch committee can ask for recommendation from the Executive Committee for annual financial budget.

92. Every branch committee shall organize at least one literary symposium every month.

93. The branch shall publish books, magazines, spokes magazines, wall magazines etc.

94. Every branch shall collect hand written and printed new as well as old books to establish a library.

95. Deleted.

96. Every branch shall select one among every 10 members for participation at any delegates meeting organized by the central committee.

97. (a) Any branch that could not contribute to annual fees and submission of list of members along with the register of membership to the central committee shall not be permitted to participate at the delegate level meeting as well as at the subject committee meeting of any conference organized by the central committee.

(b) Every branch shall send the name of the President and Secretary along with the pin code and address to the General Secretary of the Central Committee. If there was a conference of the branch, the name of the newly elected President and Secretary with addresses shall have to be sent to the General Secretary without delay.

Section X: District Council

98. All the branches of every administrative district of Assam shall form district council and shall be named after the district. A minimum of five branches are required to form a District Council.

99. Other than the branches, other organizations shall not be included in the District Council.

100. The purpose of a District Council shall be to keep the branches active, increase the number of members, form branches at required places, process organizational publishing, establishing co-ordination amongst branches and to work for Assamese language, literature and culture by correlating by-laws of the organization at large.

101. The conference of a District Council shall be held once every two years and delegation level meeting of the branches shall also be held simultaneously. This conference shall form an Executive Committee comprising of 15 other members. It shall include an elected President, Secretary and Treasurer.

102. Every year the branches shall contribute Rs. 100/- to the district council in addition to the contribution required to be made to the Central Committee.

103. The Secretary of the Central Committee shall be identified as General Secretary. The Secretaries of the branches and district councils shall be identified only as "Secretary".

104. Every district council shall contribute Rs. 100/- as Annual subscription to the Central Committee once in a year. Along with it the list of the names of the newly formed Executive Committee and details of programs initiated shall be sent to the Central Committee.

105. One third of the members of the Executive Committee will form a quorum.

106. The tenure of the Executive Committee of the District Council shall be of two years. The central by-law and constitution shall form the basis for the District Council as well.

107. District Council shall not work on sectarian, political and communal activities.

108. The President and Secretary of District Councils shall be able to represent at the Subject Committee meeting of the biennial conference of All Assam Women Writers Association and shall be ex officio member of the above committee.

109. District Council shall be able to form a trust from the contribution made by annual fees of the branches and from other donations. If for any reason the District Council ceases to exist, the fund and entire property of the council shall be managed by All Assam Women Writers Association.

110. The District Council shall prepare laws locally to carry out various activities. However this has to be permitted by the central Executive Committee.

Section XI: To disband or shut down institution

111. If for any reason this institution is required to be disbanded or closed down, if any property is found to be left out after returning any loan, then the property so left out cannot be dispersed among the members. The same property may be donated to other institution having similar objective according to the laws of registration. In order to make this effective at least three fifth of the members of the institution shall be required to have same opinion. In such a case, laws of registration (XXI of 1860) 13th and 14th section shall be followed for necessary action.

Section XII: Amendment of the bye-law

112. If any member desires to amend any part of the by-law, an amendment resolution has to be submitted to the President detailing the specific section required for amendment and the reason to do so. If the President accepts the resolution for amendment, she shall forward to the General Committee for discussion. If two third members of the General Committee having voting right accept the resolution for amendment, the same amendment of by-laws shall be included.

113. The Executive Committee may also forward amendment resolution of any section of the by-law to the General Committee for discussion and acceptance.

Section XIII: The flag and theme song of the institution

114. The flag of All Assam Women Writers Association shall be proportionate to 3/2 format, the logo shall be dark blue on white. The flag shall be made of silk fabric.

(a) The flag shall be hoisted before 9 am and shall be brought down before sunset.

115. The musical number "*Jananir Santan Jaga*" of Rupkonwar Jyotiprasad Agarwala shall be served during flag hoisting.

(a) The flag hoister shall deliver a short speech with the conclusion of the musical number.

(b) While during bi-annual conference programs, the hoisted flag shall be brought down only with the sunset of concluding day.

116. The theme song of the open session shall be "*Siro Senehi Mur Bhasa Janani*" written by Mitraddev Mahanta.

117. The concluding song of a meeting shall be the national song of Assam "*O Mur Apunar Desh*".

118. The flag can be hoisted on the day of the main conference by the President else by the Vice President else by ex President else by President of the Reception Committee else by a distinguished person appointed by the committee. On other occasions the President of the Final/ Open session of the conference, Vice President, Working President, ex President or by any distinguished person appointed by the committee shall be able to hoist the flag. During any programs of the District Councils or Branches, the President or Vice President shall hoist the flag if present. On any other occasions, any distinguished person appointed by the District council, Branch or any recognized committee shall be able to hoist the flag.

119. The flag shall be hoisted half mast and express condolences for five days with the demise of the President, three days for the Vice President and General

Secretary during the tenure and for one day for ex President, ex Vice President and ex General Secretary. With the demise of the above persons, the body shall be covered with flag as a mark of respect and the flag shall be retracted later on. The flag shall be kept half mast for one day with the demise of established litterateur, artist, other members, members of the Executive Committee, District Councils and Branch along with the President and Secretaries.

120. The flag shall be hoisted only during the main conference, district conference and during duly recognized conference of branch or during special function. The flag shall not be hoisted during memorial functions but can be hoisted during jubilee functions of birth.