

MEMORANDUM
OF
ASSOCIATION OF THE

**INDIAN NATIONAL CONFEDERATION
AND ACADEMY OF ANTHROPOLOGISTS**
(INCAA)

Registered under the West Bengal Societies Registration Act XXVI of 1961

INCAa

225, Kadam Kanon, Jhargram 721507. Phone No. (03221) 255732
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West Bengal Form No. 264.

**Certificate of Registration of Societies
West Bengal Act XXVI of 1961**

No. S/1L/20556 of 2003-2004

I hereby certify that Indian National Confederation And Academy of
Anthropologists,

has this day been registered under the West Bengal Societies Registration Act,
1961.

Given Under my hand at Kolkata this Twelfth day of March

Two thousand and Four

Sd/. A.Ghosh

*Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal.*

Memorandum of Association of the

Indian National Confederation and Academy of Anthropologists

1. Name of Society: Indian National Confederation and Academy of Anthropologists
(INCAA)
2. Registered office of the Society shall be situated at: 225, Kadam Kanan; P.O. Jhargram; Dist. West Midnapore; 721 507, West Bengal or at any other place as decided upon by the Governing Council, provided as per provision of the WBSR Act 1961.
3. The objects for which the Society is established:
 - i) To create a network of professional anthropologists as a resource pool,
 - ii) To promote excellence in anthropology,
 - iii) To establish liaison with anthropological societies/associations and with other scientific bodies functioning in India and abroad, and to strengthen the existing anthropological societies/associations wherever they are in India and to set up regional chapters of Indian National Confederation and Academy of Anthropologists,
 - iv) To promote national and international level dialogue of the professionals on various pressing issues,
 - v) To promote anthropology in teaching, research, policy, and practical matters,
 - vi) To develop Information Management System (IMS) with a view to continuously update the national level information base for ready reference,
 - vii) To express manifest concern regarding moral and issues related to anthropology,
 - viii) To organize advanced training in research and evaluation in anthropology for national level and state level workers, including those associated with NGOs, to the extent possible, in association with existing anthropological societies/associations,

- ix) To propagate and promote the specialty as well as quality of the ware of anthropology,
- x) To spell out publicize specific areas where application of anthropological knowledge seems indispensable,
- xi) To bring out a newsletter for circulation of anthropological information,
- xii) To undertake any other activity as may be deemed incidental or conducive to the attainment of the objects of Indian National Confederation and Academy of Anthropologists.
- xiii) The Indian National Confederation and Academy of Anthropologists will not contravene Section 4(2) of the WBSR Act, 1961 in any way.
- xiv) The income and properties of the Indian National Confederation and Academy of Anthropologists whatsoever derived, objective should be applied solely towards the promotion of the objects of the Indian National Confederation and Academy of Anthropologists and no portion there of shall be paid to or divided amongst the members by way of profits.

4. Names, addresses, and descriptions of Members of the Governing Council (GC):

Sl.No.	Name	Address	Designation
1	Prof. B.M. Das	Chandra Kumar Road, Pan Bazar, Guwahati 781 001, Assam.	Chairman
2	Prof. N. Subbareddy	7A, Anandsheel Enclave, Nandinagar Road No. 5, Hyderabad, Andhra Pradesh	Vice-Chairman
3	Prof. I.P. Singh	Jahar Kuthia, 10/15 Shakti Nagar, Delhi 110 007	Vice-Chairman
4	Prof. L. K. Mahapatra	16, Satyanagar, Bhubaneswar 751 007	Vice-Chairman
5	Prof. R.K. Mutatkar	64 Anand Park, Aundh, Pune- 411 007	Vice-Chairman
6	Prof. A. K. Danda	225 Kadam Kanon, P.O. Jhargram, West Medinipur	Member-Secretary

		721 507	
7	Prof.M.K.Raha	10/3 Jamir Lane, Kolkata 700 019	Treasurer
8	Prof.A.C. Bhagabati	National Highway No. 37(Bypass) Guwahati 781 014, Assam.	Member
9	Prof. P. K. Misra	E583 J.P. Nagar, First Stage, 17 th Main, My sore, Karnataka	Member
10	Prof. Amitabha Basu	2 Bangabandhu Sheikh Mujib Sarani (Circus Avenue), Kolkata 700 017	Member
11	Prof. T. B. Subba	Head, Dept. of Anthropology, North- Eastern Hill University, Shillong, Meghalaya	Member

5. We, the several persons, whose names, addresses, occupations are hereunto subscribed are desirous of being formed into an association in pursuance of this Memorandum of Association.

Sl. No.	Name	Address	Occupation
1	Prof. B.M Das	Chandra Kumar Road, Pan Bazar, Guwahati 781 001, Assam.	Former Member, National Commission on Other Backward Classes
2	Prof. A. K. Danda	225 Kadam Kanan, P.O. Jhargram, West Medinipur 721 507	Former Director, Anthropological Survey of India
3	Prof. M.K. Raha	10/3 Jamir Lane, Kolkata 700 019	Former Jt. Director, Anthropological Survey of India
4	Prof.A.C. Bhagabati	National Highway No. 37(Bypass) Guwahati 781 014, Assam.	Former Vice- Chancellor, Arunachal University
5	Prof. P.K. Misra	E583 J.P. Nagar, First Stage, 17 th Main, Mysore, Karnataka	Former Professor &Head, Dept. of Anthropology, North- Eastern Hill University
6	Prof.Amitabha Basu	2 Bangabandhu Sheikh Mujib Sarani (Circus Avenue), Kolkata 700 017	Former Professor, Indian Statistical Institute
7	Prof. T.B. Subba	Head, Dept. of Anthropology, North-	Professor &Head, Dept. of Anthropology, North-

		Eastern Hill University, Shillong, Meghalaya	Eastern Hill University
8	Prof. Rajat Kanti Das	Flat 2A, 'Bani', 9A S.M.Pandey Sarani, Barrackpore 700 120	Professor of Anthropology, Vidyasagar University
9	Dr. Jayanta Sarkar	'Aparajita', 3, Ferryfan Road, H.B.Town, Sodepur, 24Parganas North 700 110	Former Director-in- Charge, Anthropological Survey of India
10	Dr. Dipali Danda	Kadam Kanon, P.O. Jhargram 721 507	Former Superintending Anthropologist, Anthropological Survey of India
11	Prof. Ranjana Ray	49/53 P.G.M. Shah Road, Kolkata 700 033	Professor of Anthropology, Calcutta University
12	Dr. Kaushik Bose	Reader, Dept. of Anthropology, Vidyasagar University, Midnapore 721 102	Reader in Anthropology, Vidyasagar University
13	Prof. Abhijit Guha	B/3 Vidyasagar University Quarters, Midnapore 721 102	Reader in Anthropology, Vidyasagar University
14	A. Anurag Danda	Flat 4B, 102 Jodhpur Park, Kolkata 700 068	Research Scholar in Anthropology
15	Kanchan Mukhopadhyay	Neelachal Abasan, Bisakha B4, 98 Rajdanga Gold Park (North), Kolkata 700 078	Anthropologist, Anthropological Survey of India
16	Dr. Arabinda Basu	14/6 North Road, 2nd Floor East, Kolkata 700 032	Managing Editor, Journal of the Indian Anthropological Society

Witness to the above signatures:

Name : Falguni Chakrabarty

Address : Head, Dept. of Anthropology, Vidyasagar University, Medinipur

Occupation : Reader & Head

Date : 09/03/04

Regulations of the Indian National Confederation and Academy Of Anthropologists (INCAA)

Membership

1. Admission:

- i) The signatories of the Memorandum of Association, office bearers of the Governing Council (GC), and all others enrolled as Members by December 31, 2003 constitute the Founder-Members of the Indian National Confederation and Academy of Anthropologists,
- ii)
 - a) The Governing Council may admit to membership the professionals who have a Masters Degree in Anthropology from any University recognized by the University Grants Commission,
 - b) The Regional Committees (RCs) may enroll professionals observing the same stipulation and recommend to the Governing Council for admission as Life Members. Fifty percent of such membership fee may be retained by the concerned Regional Committees for meeting expenses at their own discretion. The remaining fifty percent should go to the Governing Council,
 - c) The power to admit members rests solely with the Governing Council and the Governing Council may refuse to admit any person as a Member without assigning any reason thereof.

2. Types of Members:

- i) Founder-Member: Any person having fulfilled the specified terms and conditions constitute the Founder-Member of the Indian National Confederation and Academy of Anthropologists,
- ii) Life-Member:
 - a) Any person having specified qualification who pays the prescribed life membership fee after December 31, 2003 may be admitted by the Governing Council as Life-Member of the Indian National Confederation and Academy of Anthropologists.
 - b) Life-Members of existing confederated societies/associations, having Masters Degree in Anthropology, are entitled to become Life-Members of Indian National Confederation and Academy of Anthropologists by paying one half of the prescribed subscription for Life-Member.

- iii) **Institutional-Member:** All societies/associations committed to the cause of anthropology and anthropologists, who pays the prescribed fee, may be admitted by the Governing Council as Institutional-Members of Indian National Confederation and Academy of Anthropologists.
- iv) **Honorary Fellows:** The Founder-Members and Honorary Fellows, if any, of Indian National Confederation and Academy of Anthropologists may elect leaders of the profession from within India and abroad as honorary Fellows (FINCAA). Besides being entitled to honorary recognition, Honorary Fellows will enjoy all rights and privileges of Founder-Members.
- v) The power to review and revise the membership fee is the sole and absolute power of the Governing Council of Indian National Confederation and Academy of Anthropologists.

3. Cessation of Membership: Any member shall cease to be a member:

- i) On acceptance of his resignation from membership,
- iii) On his becoming insane or insolvent,
- iv) On his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of Indian National Confederation and Academy of Anthropologists or a body corporate or of any offences involving moral turpitude.

4. Register of Members: The Indian National Confederation and Academy of Anthropologists shall maintain a Register of Members containing names, addresses, and their occupations, the date of admission, and of cessation of membership. The Register will be kept open for inspection of Members of Indian National Confederation and Academy of Anthropologists on requisition. All entries required to be entered therein shall be entered within a period of 15 days.

5. Rights and Obligations of Members: All Founder-Members and Life-Members of Indian National Confederation and Academy of Anthropologists have the right:

- i) To elect and to be elected in any election of Indian National Confederation and Academy of Anthropologists,
- ii) To submit suggestion for discussion to the Governing Council or any Committee/Sub-committee on any matter relating to Indian National Confederation and Academy of Anthropologists,

- iii) To inspect the accounts and proceedings of the meetings of Indian National Confederation and Academy of Anthropologists on appointment with the Member-Secretary,
- iv) Members shall have one vote each.

6. **Expulsion and Removal:** Frequent actions of any Member, if found by the Governing Council detrimental to the interest and in violation of the rules and regulations of Indian National Confederation and Academy of Anthropologists, the Member may be after due enquiry, censured, suspended, or expelled from the membership by the Governing Council. In that case the Governing Council shall first serve the Member concerned with a show cause indicating therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Governing Council shall have the power to take suitable action against the charged Member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing Council may take an ex-parte decision.

For any act of expulsion or termination, no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

Governing Council (GC)

1. **Composition, Election/ Appointment, Resignation/ Removal, Terms of Office:**

There shall be a Governing Council consisting of not less than 11 and not more than 21 members from among the members of Indian National Confederation and Academy of Anthropologists. The office bearers of Governing Council shall comprise of Chairman, Vice Chairman, Member-Secretary, Joint Secretaries, Treasurer, Assistant Treasurer, and other Governing Council Members. The office bearers and other members of the Governing Council shall be elected at the time of Annual General Meeting for a term of three years. The office bearers shall be elected by the Governing Council from amongst themselves. To the extent possible, one-half of the Governing Council members shall be from among the Founder- Members.

The resignation and Removal of Governing Council Members shall be dealt with as has been prescribed in the case of other members noted herein before.

2. **Meeting:** A meeting of the Governing Council shall be held ordinarily once in six months at a place, date, and time as the Chairman or the Member-Secretary may decide. Any 11 members of the Governing Council may requisition a meeting and the Member-Secretary shall summon the same within 15 days, failing which

the Chairman may do so provided no business other than specified in the notice shall be transacted at such requisitioned meetings.

3.

Notice and quorum: At least 30 days notice of the meeting specifying the place, time, and the general nature of business to be transacted shall be given to every member of the Governing Council. Emergency meetings may be called on 10 days notice. One-fourth of the members personally present shall constitute the quorum for the meeting. If the quorum is not present with 30 minutes of the time, the meeting should be adjourned.

4.

Procedure of the meeting: The Chairman or in his absence one of the Vice-Chairmen shall preside over all meetings of the Governing Council. In their absence, members present shall elect a Chairman of the meeting. All questions before the meeting shall be decided upon by a majority of votes, each member having one vote. The Chairman shall have a casting vote in addition to his own vote, in case of equity of votes.

5.

Powers and Duties of the Governing Council: The Governing Council shall have the general power of supervision and conduct over all affairs of the Indian National Confederation and Academy of Anthropologists and in particular shall discharge the following duties:

- i) To organize national level conventions like Indian Anthropological Congress.
- ii) To constitute committees/sub-committees/regional committees with specified objectives, composition and tenure.
- iii) Ordinarily the Regional Committee shall have a term of 3 years. Regions with at least 21 members enrolled to the Indian National Confederation and Academy of Anthropologists shall be entitled to constitute a Regional Committee. Regional Committees will meet as and when necessary and shall place an Annual Report of activities at the designated national convention.
- iv) In the formation of the Regional Committee, the Governing Council shall take into consideration the recommendation of the concerned Regional Secretary.
- v) All related issues regarding Indian Anthropological Congress shall be dealt with by the Governing Council and the local organizing committee.
- vi) To acquire by purchase, gift, lease, or otherwise any moveable and immovable properties or other funds and to maintain or transfer such properties by sale, mortgage, or gifts toward fulfillment of the objects of the Indian National Confederation and Academy of Anthropologists.
- vii) To accept endowments, grants-in-aid, donations, gifts on mutually agreed upon terms and conditions.

- viii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of Indian National Confederation and Academy of Anthropologists.
- ix) The income and properties of Indian National Confederation and Academy of Anthropologists whatsoever derived or obtained shall be applied solely towards the promotion of the objectives of Indian National Confederation and Academy of Anthropologists and no portion thereof shall be paid to or divided amongst any of its members by way of profits.
- x) To keep proper accounts of Indian National Confederation and Academy of Anthropologists and to open bank account in the name of Indian National Confederation and Academy of Anthropologists in one or more banks.
- xi) To appoint a person or persons on payment to assist the Member-secretary or Treasurer in the maintenance of accounts and attend other secretarial jobs, etc.
- xii) To co-opt not more than 3 members at a time to the Governing Council.
- xiii) To conduct any other business not specified herein for attainment of the objects of Indian National Confederation and Academy of Anthropologists, provided such business is not repugnant to such object.

Safe Custody of Properties

1. The Governing Council shall be responsible for the safe custody of the funds, properties, and assets of Indian National Confederation and Academy of Anthropologists.
2. The funds of Indian National Confederation and Academy of Anthropologists shall be kept in banks/post offices/mutual funds and be invested in any securities specified under Section 20 of the Indian Trust Act, 1882.

Books of Account and Inspection

The books of account and other statutory books shall be kept at the Registered Office and shall be open to inspection of the members at such time and place as the Governing Council directs on a written request made by any member.

Accounting Year

The Accounting Year of the Indian National Confederation and Academy of Anthropologists shall be from the first day of April of each year to thirty-first day of March of the following year.

General Meetings

1. Annual General Meeting (AGM):

i) **Notice:** The Member-Secretary shall annually call the Annual General Meeting (AGM) at least once in a year and not more than 15 months should elapse between two successive AGMs; giving at least 30 days notice to all members. The notice shall contain the place, date and hour of the meeting.

ii) **Agenda:** Business to be transacted at the AGM shall be:

- a) To confirm the minutes of the previous AGM, Special General Meeting (SGM), and of the Extra- ordinary General Meeting (EGM), if any.
- b) To adopt with or without modification the report of the working of Indian National Confederation and Academy of Anthropologists for the previous year.
- c) To pass audited account of Indian National Confederation and Academy of Anthropologists for the previous year.
- d) To appoint qualified auditor or auditors.
- e) To transact such business as may be fixed by the Governing Council.
- f) To transact such other business as may arise out of the functioning of Regional Committees or organization of national convention like Indian Anthropological Congress or any other business as may be brought forward by giving one month's previous notice from any member.
- g) To conduct general election.
- h) To conduct any other business as may be deemed appropriate by the Governing Council.

iii) **Quorum:** One-fourth of the members personally present at the commencement of the meeting shall constitute the quorum.

iv) **Manner and method of voting:** The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

2. Special General Meeting (SGM): Special General Meeting may be convened by the Governing Council at any time in view of urgency of the matter. At least 15 days notice shall be given to every member for Special General Meeting by placing a requisition signed by two-third of the total members. In that case the Governing Council shall convene a Special General Meeting within a month from the receipt of such notice. In default by Governing Council the requisitionists shall hold such meeting provide no business other than those specified in the notice shall be transacted.

3. Extra-ordinary general Meeting (EGM): The Governing Council may direct to convene an Extra-ordinary General Meeting for consideration of addition, alteration, or amendment of the Memorandum/Regulations of the Indian National Confederation and Academy of Anthropologists. Fifteen days notice along with the proposed draft of change shall be sent to the members before the meeting. The resolution for change, amendment, etc. of the Memorandum and Regulations be carried out if accepted by three-fourth of the members present in the meeting.

Duties of Office Bearers

Chairman: He shall (a) preside over the meetings of the Governing Council of Indian National Confederation and Academy of Anthropologists; (b) take all disciplinary actions such as removals, dismissals, etc. in consultation with the Governing Council; (c) advise the Member- Secretary in any matter requiring urgent attention particularly regarding functioning of Governing Council, and the Regional Committees; (d) call emergent meetings.

Vice-Chairman: In the absence of Chairman, one of the Vice-Chairmen shall perform all the duties of the Chairman.

Member-Secretary: He shall (a) convene all meetings of Indian National Confederation and Academy of Anthropologists; (b) maintain minute books of all meetings; (c) issue general circulars and notices; (d) receive all applications for membership which shall be placed before the Governing Council; (e) countersign on behalf of Indian National Confederation and Academy of Anthropologists all receipts for all sums received as subscriptions, gifts, donation, etc.; (f) sign and give pay order on all bills for payment; (g) ensure compliance with statutory requirements; (h) transact all other business as decided upon by the Governing Council.

Joint Secretaries: Joint Secretaries shall assist the Member- Secretary in all his duties and activities and in his absence shall look after the current duties of the Member-Secretary.

Treasurer: He shall (a) collect and receive all sorts of subscription, donation, and deposit of money and issue receipts thereon;(b) maintain and keep case book and such other accounts as are necessary, (c) operate bank account jointly either with the Member-Secretary or a Governing Council member from the Head Quarters as duly empowered by the Governing Council;(d) get the accounts of Indian National Confederation and Academy of Anthropologists audited by a Chartered Accountant; (e) prepare the Budget in consultation with the Member-Secretary for the consideration of the Governing Council.

Assistant Treasurer: Assistant Treasurer will assist the Treasurer in all his duties and responsibilities and in his absence shall look after the current duties of the Treasurer.

Maintenance and Audit of Accounts

The Indian National Confederation and Academy of Anthropologists shall maintain Books of Accounts as required under Section 15(1)(a)(b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Section 15(2) of the Act.

Suit and Legal Proceedings

All suits and legal proceedings by or against Indian National Confederation and Academy of Anthropologists shall be in the name of Member-Secretary or such person as shall be appointed by the Governing Council.

Alteration of Memorandum and Regulations

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the three-fourth members in an Extra-ordinary General Meeting called for the purpose. The Governing Council shall have powers to make, alter, modify, or rescind such Bye-Laws as may be considered necessary in the interest of smooth functioning of Indian National Confederation and Academy of Anthropologists.

Dissolution of Indian National Confederation and Academy of Anthropologists

Subject to provisions of Sections 24 and 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, Indian National Confederation and Academy of Anthropologists may be dissolved by a resolution to that effect passed by three-fourth members of the Indian National Confederation and Academy of Anthropologists at a General Meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Indian National Confederation and Academy of Anthropologists, if any, after dissolution.

We, the undersigned members of the Governing Council of the Indian National Confederation and Academy of Anthropologists, do hereby certify that the above is a true copy of the Regulations of Indian National Confederation and Academy of Anthropologists.

Signature of three Members of the Governing Council:

1. Prof. Ajit K. Danda
2. Prof. Amitabha Basu
3. Dr. Manis Kumar Raha

Dated-----9th----Day of----March----2004