

Amader Arpan
206 Purbalok, Mukundapur, Kolkata–700 099

Rules and Regulations

**(Last updated in the 10th Annual General Meeting of Amader Arpan
held on 17th June'2018 at Kolkata)**

1. Every member is required to pay his/her monthly subscription by end of that month. If he/she fails, he/she must at least pay the subscriptions quarterly.
2. All new members at the time of joining, should contribute Rs.100/-as library subscription.
3. Student and unemployed members may not pay any monthly contribution, however, they should have to take part in all activities of the organization wholeheartedly.
4. Life time membership can be taken by donating a sum of minimum Rs.30,000/- at a time for an Indian or \$ 1000 for a NRI. Period of the membership is Twenty (20) years.
5. Each unit of Amader Arpan should give the first priority to their work in their own locality.
6. A detailed list should be generated mentioning names and contact details of the non-members who will be contributing Rs.5000/- or more at a time. Moreover, our annual reports/quarterly progress reports should be distributed to make him/her aware or update regarding our activity and future planning. In a broad sense we, the members of Amader Arpan should develop a long term relationship with these well wishers.
7. Rules and Regulations could be changed in any special general meeting in presence of 2/3rd majority of the total members, if required.
8. All members are responsible to attend the annual general meetings.
9. Each member has to suggest at least two ways of further improvement of the organizational activities. He / She may either communicate the above through written document to the Secretary or may communicate through internet to the Secretary. In addition to his/her suggestion, he/she also has to practically show the

feasibility of the same. The same need to be discussed in the next general meeting/special general meeting for approval.

10. Every member has to take initiative for enhancing our financial strength and he/she has to take the bill book under the notice of the secretary/Treasurer.
11. During an outside trip/visit to any place related to our organizational activity, all the expenses like conveyance/fooding etc incurred during the trip/visit have to be borne by the members themselves. However, the cost of travel for the student members should be borne by the other members attending the trip.
12. Every member should make himself available for a visit to the places of ongoing projects for at least once in every three months.
13. Receipt books should be duly taken care of in order to prevent any misuse. In case of any misuse of receipt book, the receipt book holder will be strictly penalized.
14. All receipt books should be updated quarterly by the treasurer. The receipt book holder will be responsible for the above updating of the book.
15. At the time of joining this organization, any new member has to pay the first two months' subscriptions.
16. If a member wants to leave this organisation, prior notice is to be given by him to the President/Secretary/Treasurer of the organisation. Further, till the time of his intimation, all his dues shall be cleared.
17. In case any member is non-responsive for the last three (3) years, then automatically his membership shall be cancelled. But he/she has to clear his dues/subscriptions till this period.