

The Indian National Trust for Art and Cultural Heritage

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NOTICE

The 27th Annual General Body Meeting of the Indian National Trust for Art and Cultural Heritage (INTACH) will be held on Saturday, the **16.3.2012** at 11.30 A.M. at INTACH's Office, 71, Lodhi Estate, New Delhi-110003, followed by **lunch**. A copy of the Agenda with Notes is enclosed.

2. The following vacancies in the Governing Council have also to be filled by the General Body:

<u>S.No.</u>	<u>Category</u>	<u>No. of vacancies</u>
1.	Founder Members	2
2.	Life Members	4
3.	Donor Members	2
4.	Institutional Members	2
5.	Corporate Members	2
6.	Ordinary Members	Nil

3. The election to fill the vacancies in the Governing Council will be through Postal Ballot. The following schedule of dates is accordingly fixed for the same.

- a) Last date for receipt of Nominations by Director (Admn. & Fin.)
who is the Returning Officer (Nomination form
is appended with this Notice – Annexure-B) **24.1.2012** (upto 5 P.M)
- b) Last date for withdrawal of nominations **27.1.2012** (upto 5 P.M)

4. After the date for withdrawals is over, the nominations will be scrutinized and ballot papers with the names of eligible candidates will be dispatched by Registered A.D. post to the respective voting categories of Members except Student, Rural, Associate, Associate Life, Institutional Associate and Associate Corporate Members who are not eligible to vote. A list of the eligible candidates will also be displayed on the Notice Board at INTACH's Office and INTACH Website. The Ballot papers, after duly tick-marked by members, should be sent back by post in Double envelope system to the Director (A & F) at INTACH's Headquarters 71, Lodhi Estate, New Delhi-110003 so as to reach him latest by

5 p.m. up to **14.3.2012** in the self-addressed Reply paid envelope sent with the Ballot papers. Ballot Papers received after the due date will be treated as invalid. The counting of votes will start at 10.30 a.m. on **15th March, 2012** in the presence of two independent observers and completed on the same day. The names of the Members elected to the vacancies in the Governing Council in different categories will be announced after the counting is completed.

5. The qualifying date for enrolment of new members or for renewal of old membership in respect of Ordinary and Institutional Members category for eligibility either to contest the election or to propose or second any candidate's name or exercise vote for election to the Governing Council is **15.12.2011**. Members admitted after the last date or Members who renewed their membership after 15.12.2011 are not eligible to contest or vote or propose or second any other candidate. Associate Life Members, Associate Corporate Members, Associate Members, Rural, Institutional Associate & Student Members are not eligible either to contest or exercise their vote or propose or second any candidate.
6. INTACH employees are not eligible to contest the election to the Governing Council in accordance with the decision taken by the Governing Council in its meeting held on 27.12.2005.
7. The members using official stationery, office machinery, INTACH name & logo and official position will be disqualified for a period of 3 years for contesting election to the Governing Council. In the event of the use of official stationery, etc. coming to INTACH notice subsequent to the counting of the votes, the elected candidate will stand disqualified after due enquiry and the next No. 2 candidate will be deemed to be elected to the Governing Council.
8. The election is democratic process, canvassing by the candidate himself through emails, letters, SMS, post cards, etc. is permitted. The candidate should not make any negative propaganda against the other candidates while canvassing his own candidature. Candidates should not use political, social or any other kind of pressure. Canvassing by Convener/ Co-Convener/any other member on behalf of the candidate will not be permissible.
9. The Executive Committee in its meeting held on 9.6.2011 had decided that while there will be no compulsion to vote for all the vacancies in a particular category, the members are advised as a part of the election bye-laws that the voting member should preferably tick-mark the names of the candidates equal to the number of vacancies.
10. The ballot papers shall not be given or received back by hand.
11. If the envelope containing the ballot paper is received without the indication on the outer cover about membership number, name of the members, signature and address, this will be treated as invalid.

12. Duplicate ballot papers will not be issued and sent for the reason that the same have been dispatched by registered post.
13. Ballot papers received back from the voting members in private envelopes other than the envelope sent to them by INTACH will be rejected.
14. The Executive Committee in its meeting held on 9th June, 2011 had decided that while sending the ballot papers back to INTACH, only tick-mark should be put by the members eligible to vote against the candidates mentioned in the ballot paper. Cross mark (x) should not be put.
15. The ballot papers received back by the Returning Officer will be dropped in a sealed box – closed box with a slit for dropping the envelopes containing the ballot papers. The box will be opened in the presence of the designated election committee members including the independent observers one day in advance of the date of the AGM for counting of votes on 15.3.2012.
16. No TA or DA will be paid to the members to attend the AGM.
17. No proxies will be allowed to attend the AGM.
18. INTACH will not be responsible for late delivery or non-delivery of the AGM Notice and Ballot Papers which are dispatched Under Certificate of Posting (UPC) and Registered A.D. respectively.
19. The Annual Report for 2010-11 along with the Audit Report and Audited Statement of Accounts for 2010-11 will be sent in due course.

(-sd-)
Member Secretary