



INTACH

The Indian National Trust for Art and Cultural Heritage

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Dated: December 15, 2017

NOTICE

The 33rd Annual General Body Meeting of the Indian National Trust for Art and Cultural Heritage (INTACH) will be held on Saturday, on 17.3.2018 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 to be filled by the General Body:

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

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

a)	Last date for receipt of Nominations by Returning Officer (Nomination form is appended with this Notice – Annexure-C)	25.1.2018 (by 5 P.M)
b)	Last date for withdrawal of nominations	29.1.2018 (by 5 P.M)
c)	Scrutiny of nominations	30.1.2018
d)	Despatch of ballot papers to members by AD Registered Post	Upto 10 th February, 2018
e)	Last date for receipt of ballot papers	15.3.2018 (by 5 P.M.)
f)	Date of opening of ballot papers and counting of votes	16.3.2018 (10 A.M.)

4. After the date for withdrawal is over, the nominations will be scrutinized and ballot papers with the names of eligible candidates will be despatched by

Registered A.D. post to the respective voting categories of members except Student, 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 to the Returning Officer at INTACH's Headquarters 71, Lodhi Estate, New Delhi-110003, so as to reach him latest by 5 p.m. up to 15.3.2018 in the self-addressed Reply paid envelope sent with the Ballot papers. The voting members will have the option to post back the ballot papers without any postage charges, in the Business Reply Article envelope provided by INTACH or the Business Reply Article envelope can also be sent by Registered Post, Speed Post or Courier, at members own cost. Ballot Papers received after the due date will be treated as invalid. The counting of votes will start at 10.00 a.m. on 16th March, 2018 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 renewal of old membership in respect of Institutional Members category for eligibility either to contest the election or exercise vote for election to the Governing Council is 31.12.2017. Members who do not renew their membership on or before 31.12.2017 or Members who renew their membership after 31.12.2017 will not be eligible to contest or vote for any other candidate.
6. Associate Life Members, Associate Corporate Members, Associate Members, Institutional Associate & Student Members are not eligible either to contest or exercise their vote or propose or second any candidate.
7. INTACH employees are not eligible to contest the election to the Governing Council.
8. In accordance with the decision taken by the Governing Council in the meeting held on 29th November, 2013, a new member enrolled as a member of INTACH will be eligible to participate in the election process after one year from the date of his enrolment. In other words, he or she will not be eligible to contest the election or propose or second the name of any candidate or exercise/cast vote for election to the Governing Council before completing one year of membership of INTACH. Ballot papers will not be sent to such members.
9. The members using official stationery, INTACH name & logo and official position will be disqualified after due enquiry 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.

10. The election is a 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, in the form of sending emails, letters, SMS, post cards, etc., by Convener/ Co-Convener/any other member on behalf of any candidate is not permitted. However, Conveners/Co-Conveners/any other member may otherwise endorse the positive attributes of any candidate.

In case of canvassing by any person for election to the Governing Council members, no promises on quid pro quo basis can be made involving financial implications or otherwise either from personal funds or from INTACH's resources.

11. While there will be no compulsion to vote for 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.
12. The ballot papers shall not be given or received back by hand.
13. If the envelope containing the ballot paper is received without the indication on the envelope about membership number, name of the member, signature and address, this will be treated as invalid.
14. Duplicate ballot papers will not be issued and sent for the reason that the same have been despatched by registered post.
15. Ballot papers received back from the voting members in private envelopes other than the envelopes sent to them by INTACH will be rejected.
16. 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.
17. The ballot papers received back by the Returning Officer will be dropped in a sealed – 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, for counting of votes on 16.3.2018 one day in advance of the date of the AGM on 17.3.2018. The ballot papers received back undelivered will be dropped in another sealed-closed box with a slit for dropping the envelopes.
18. No TA or DA will be paid to the members to attend the AGM.
19. No proxies will be allowed to attend the AGM.

20. INTACH will not be responsible for late delivery or non-delivery of the AGM Notice and Ballot Paper which are despatched by Post and Registered A.D. respectively.
21. The Annual Report for 2016-17 along with the Audited Statement of Accounts for 2016-17 will be sent in due course.



(Dr. (Mrs.) C.T. Misra)
Member Secretary

To all the voting members of INTACH