



STANDARD OPERATING PROCEDURES AND GUIDELINES

(A document to supplement and aid the Executive Committee, Employees, Members and Associates in effective discharge of duties and obligations in the attainment of objectives set out under the Memorandum of Association (MOA)).

Version 1 Effective fromeffective till: modified further

Prepared and approved by the Executive Committee at Meeting dated

COUNCIL ON MONUMENTS AND SITES, India (COMOS)

(A society registered under the Societies Registration Act, 1860)

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PREAMBLE

The Council on Monuments and Sites (COMOS), is a society registered under The Societies Registration Act of 1860 vide Registration Number **S/1344/SDM/NW/2012 dated 01/10/2012**. It has got its duly adopted Memorandum of Associations (MOA) and Rules and Regulation (RR) defining broad contours of the functioning of the society. The society has to function in overall compliance with the said MOA and RR and the provisions of the Society Registration Act, 1860. The Copy of the Certificate of Registration, MOA and RR is attached and marked as **Annexure 1** to this document for ready reference.

The society is also registered under Section 12A of the Income Tax Act vide Registration No. DIT (E) I 2014-15/DEL-CR23786-07072014/3582 and under Section 80G of the Income Tax Act vide Registration No. CIT (E) I 2017-18/DEL-CE27994-28082017/8931. Thus, the functioning of the society also has to be in the compliance of the Income Tax Act and Conditions imposed while granting the said registrations to the society. The Copy of the Certificate of Registration under section 12A and 80G of the Income Act is marked as **Annexure 1** respectively for ready reference.

Additionally, COMOS has to comply with all applicable Indian laws as may be applicable from time to time while meeting the aspirations of its stakeholders and furtherance of its aims and objects.

COMOS in India is recognized as the national committee of **International Council On Monuments and Sites (ICOMOS)** an Advisory Body to UNESCO, as a platform comprising of experts and committed members of civil society related to the disciplines, professions and emerging focus on areas concerning to cultural and natural heritage sites of India. There is an MOU signed by and between COMOS and ICOMOS on 5th day of May 2013. The same is marked as **Annexure 2**. Thus, COMOS also has to imbibe and practice the best practices and principles of ICOMOS within the Indian Legal framework. The copy of the **Ethical Standards adopted by ICOMOS** and applicable to all the members of COMOS is given and marked as **Annexure 3**.

The goal of COMOS is to enable dialogue among this fraternity so as to contribute to the development of policies, frameworks and mechanism for conservation and management of India's diverse heritage for its people and towards raising awareness among decision makers, various interest groups from public and private organizations as well as civil society. COMOS is intrinsically linked to the mandate of ICOMOS International and hence

brings to these platforms paradigms arising from the Indian context, both in theory and practice from the Indian cultural heritage fraternity. ¹

COMOS shall focus on all activities related to the protection, conservation, interpretation, use, enjoyment and enhancement of natural areas, built complexes and sites that constitute the country's common heritage; to carry out advocacy and advise decision-makers and public as well as private stakeholders on the development of policy, legal frameworks and social commitment, respectively, required for the protection of valuable heritage sites for communities;

The principles of common good, selfless service, ethical behaviour, transparent and governance system that is accountable must be adhered to by all stakeholders in discharge of their duties. While MOA and RR provide for the broad guidelines, need was felt to create a document giving Standard Operating Procedures & Guidelines (SOPG) on finer operational aspects:

- To act as guide for the matters not specifically provided in the MOA and RR but lying within the overall ambit thereof;
- To act as guide on use of personal discretion;
- To help in effective discharge of function on day to day operational matters;
- To standardize the operation of the society; and
- To bring in transparency in the operation of various stakeholders.

The Executive Committee has been empowered to oversee and manage the society which powers inter-alia include amongst others to lay down procedures and policies for the effective functioning of various organs and stakeholders of the Society within the overall provisions of the MOA , RR and the provisions of the Societies Registration Act, 1860.

The Executive Committee of COMOS has drafted and approved the SOPG in consonance with Rules and Regulations of the Society for serving as a guide to the functioning of the Executive Committee, the National Scientific Committees (NSC), Working Groups, Secretariat and Members.

These Guidelines and Documents shall derive its power from sanction given to it by the Executive Committee pursuant to exercise of the powers given to them under the MOA and Rules and Regulation of the Society as effective from time to time and in case of any matters of inconsistency between the two, the provisions of the MOA and Rules and Regulations shall prevail.

¹The objects and aims of the COMOS are given in detail in the **aims and objects clause of the MOA.**

Amendment to SOPG

Once adopted, any changes in the document shall be made only with the approval of the Executive Committee in a duly convened meeting with quorum of the Executive Committee members as per Clause 14 of RR.

Mandatory Force

Having been adopted by the Executive Committee, this document becomes mandatory reference guide for action pertaining to the matters provided herein for all stakeholders of the society and stricter adherence has to be made. Any deviation from the practice stipulated, must be sanctioned by the General Body Meeting, pre or post action, else the deviation shall be treated as default on the part of the party deviating and may attract necessary disciplinary or penal action under the law.

I. ABOUT COMOS:

Article 1: Name and Initial-Usage:

Council on Monuments and Sites, hereinafter designated by the initials COMOS was established on 1st October 2012 for an unlimited duration as an all India Society. Details whereof has been provided in **Annexure 1. In all statutory correspondence and dealings, full name only to be used** and the initials is for quick general reference to be used by and on behalf of COMOS and its Members. **It is also important to note that COMOS has filed for a trademark registration in the name of “ICOMOS India” with the Registrar of Trade Marks, Mumbai.**

Article 2: Headquarters and Place of Operation:

COMOS headquarters is in Delhi and shall always be Delhi since it has been registered in Delhi. The Society however can set-up and operate offices/center(s) or location at any other place(s) subject to approval of the Executive Committee and in compliance with applicable Indian Laws for smooth operations as may be required from time to time.

II. ADMINISTRATION AND OPERATIONS:

MOA and RR empowers Executive Committee for all administrative functioning and operations of COMOS and for execution of its programs and activities. It also provides for General Body which shall be supreme authority to decide on strategic decisions and overall review, evaluate and elect Executive Committee in line with provisions of the MOA and RR.

MOA and RR (Clause 4 and Rule 11 respectively) read together provide for the below organs/body of the society with their distinct role envisaged therein and provided herein below for ready reference.

Article 3: Structure of COMOS:

3.1. The Statutory Bodies of COMOS are:

- **General Body** consisting of various categories of members admitted to COMOS pursuant to **rules 8 read with rule 3** of RR.
- **Executive Committee (Ex Com)** consisting of Elected Representatives pursuant to elections conducted vide rule 12 of the RR read with Rule 11 of the RR.

3.2. Other functional units

- **NSC (National Scientific Committee) to be set-up as per clause 3 (c) of MOA (detailed provision given in clause V of this SOPG).**

III. GENERAL BODY:

The General Body shall be the sovereign body of COMOS. All the members of the Society will constitute the General Body. All COMOS members shall have the right to attend the proceedings of COMOS; only the voting members i.e. members (Individual and Institutional) who have paid membership fees for **two consecutive years prior to election year** will have the right to vote. Only voting members will be eligible to stand for elections to the EC or for the position of Scientific Counsellor/Coordinator of NSCs (with an exception in case there are no voting members in the NSC or NSC voting members refuse to volunteer for the post of the coordinator). Voting members will also get preference in nominations to various working groups of COMOS. For rights and duties of the General Body refer to rule 9 of the RR.

Article 4: Meetings of COMOS:

The General body meetings whether Annual General Meeting (AGM) or Special General Meeting (SGM) of COMOS shall be convened as per the rule 10 of RR. Apart from this there would be Executive committee meetings, National scientific Committees and Zonal meetings. For the details of the same refer to the Business as Usual Document attached as **Annexure- 4**.

Article 5: Maintenance of Attendance Register:

Attendance is critical for holding any valid meeting. The quorum and related matter can only be ascertained if there is record of attendance. Separate attendance registers should be maintained for:

- a. Executive committee meetings;
- b. General body meetings whether AGM or SGM;
- c. National scientific Committees ;
- d. Zonal meetings;

Attendance register should be maintained in physical form, all pages of this register should be consecutively numbered. If it is used in loose leaf form, the same should be bound at regular intervals at least once in every year and should be consecutively numbered. The Secretary with the help of the Executive Assistant shall be responsible for compiling and filing the documents.

The attendance register shall contain following particulars; serial number and date of meeting, type of meeting, name and signatures of members and also of persons attending the meeting by invitation.

A sample attendance register is given and marked as Annexure 5.

The attendance register for Governing body and General body meetings should be maintained at the Registered Office of the Society, for other meetings it could be kept with the zonal heads as such as is approved by the Executive Committee.

IV. EXECUTIVE COMMITTEE (Ex Com):

The Executive Committee (Ex Com) is the elected body of COMOS which guides and leads COMOS. Office Bearers elected in every three years shall be appointed in the Executive Committee for smooth functioning of COMOS. For formation of the Ex Com refer to rule 11 of the RR. For rights and duties of the executive committee refer to rule 13 of the RR and Business as usual document. For Code of conduct for the Ex Com refer to COMOS Policy for Code of Conduct for Members. For meetings of the Ex Com refer to Business as Usual Document.

Article 6: Decision Making by the Executive Committee:

The COMOS Executive Committee shall deliberate upon all the activities being undertaken by the membership from time to time and shall approve all matters relating to the following:

- i. Collaboration, Partnerships with Institutions, Government Bodies, etc. The terms of collaboration shall be clearly defined with the role of COMOS and the collaborating institution;
- ii. Formulate MoUs for collaborative works with partner keeping in view the interests of COMOS;
- iii. Respond to formal queries from ICOMOS, UNESCO, Government of India and other entities;
- iv. Evaluate and approve programs initiated by COMOS;
- v. Respond to issues raised by members as well as issues and events related to cultural heritage matters;
- vi. Meetings of the National Scientific Committees;
- vii. Governance Training for Ex Com and NSCs .
- viii. Oversee the Meetings of the National Scientific Committees and coordinate with National Scientific Counsellor;
- ix. Formulate and Track the strategic plan and action plan.

A minimum quorum of the Executive Committee is required for all decisions as defined in sub-rule v of rule 11 of the RR.

Article 7: Taking Charge by Newly Elected Ex Com Members:

- i. The President and members of the Ex Com. shall hold office until their successors are elected at the next Annual General Meeting.

Article 8: Resignation of Ex Com Member and Appointment of Interim:

- i. A member of the Executive Committee may resign from their post by first giving notice (preferably of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing addressed to President/ secretary or committee members.
- ii. The resignation shall be accepted once the Executive Committee accepts that the member can be relieved and has handed over charge as mutually agreed between the member and the Executive Committee.
- iii. Pursuant to sub-rule xxiii of rule 12 of RR, on resignation of position of President or any other Ex Com member prior to the completion of the term, members of the Ex Com shall nominate/ elect the successor for a period of not more than six (06) months, & hold election for the vacant post as per the rules. New elected member will only serve for the balance of the term of office of the previous occupant.

Article 9: Non residency of Ex Com members:

- i. The elected representatives of the Executive Committee are to be citizens of India residing in India.
- ii. Should any elected member choose to relocate outside India, he/she shall resign from the post.

V. PROGRAMS AND ACTIVITIES:

Article 10: COMOS Program/Activities Standards:

COMOS shall undertake Programs and activities in consonance with MOA. For details refer COMOS Policy on Programme and Activities attached as **Annexure-6**.

Article 11: Evaluation of COMOS Program/Activities:

At least once a year at the AGM an evaluation of the programs and activities of COMOS shall be undertaken by the members of the society. The evaluation format is enclosed here below:

- List main activities/projects of the COMOS and their consistency with the mission statement. Offer a ranking of each activity (rough estimate) in terms of how effective it is towards achieving the mission.

Activity Consistent with Effectiveness toward Mission or achieving mission:
(1= poor; 5 = excellent)

- | | | |
|----------|---|-----------|
| a. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |
| b. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |
| c. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |
| d. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |
| e. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |
| f. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |
| g. _____ | <input type="checkbox"/> Yes/ <input type="checkbox"/> No | 1 2 3 4 5 |

(Additional activities can be presented on the back of this page)

- Does the COMOS regularly seek feedback on activities from beneficiaries and stakeholders? Yes No

If yes,

how? _____

- Is evaluation an integral component of the planning process and figure in the strategic plan as performance measures or its equivalent? Yes No

- Does the COMOS regularly evaluate activities for relevancy to mission, efficiency and effectiveness, value for continuing or need to revise, and need for new programs?

Yes No

If

yes,

how?

5. Do the members of the Executive Committee carry out activities with professionalism centered on serving others?

Yes No

VI. THE NATIONAL SCIENTIFIC COMMITTEES:

The National Scientific Committees (NSCs) represent the different domains within COMOS India's field of Cultural Heritage conservation and preservation. Each committee is expected to gather, study and disseminate knowledge regarding the principles, techniques and policies pertaining to heritage protection in the country and internationally. All work done by the NSC needs to be ratified by the Executive Committee in consultation with National Scientific Counsellor. For details on the functioning of the NSC refer COMOS Policy on National Scientific Committees attached as **Annexure-7**.

VII. WORKING GROUPS:

Specific Working Groups shall be set up by the Executive Committee from time to time to look at issues that cut cross the NSC mandate. The scope of work, time period and constituting members of the Working Group shall be decided and approved by the Executive Committee after seeking expression of interest from the members of COMOS. The Executive Committee holds the right to dissolve the working group if its activities are found unsatisfactory or for other reasons that are not in compliance as per the Rules and Regulations of COMOS as outlined in its Memorandum of Association and Operation Guidelines. Working Group members shall have to abide by the COMOS Policy for Code of Conduct for Members attached as **Annexure- 8**.

The Working Groups shall be directly accountable to the COMOS Executive Committee. The members of the Working Group shall not directly contact or liaise with other institutions and COMOSs without prior approval of the COMOS Executive Committee. The President and the Secretary shall be copied in all the communications. While organizing any public/bilateral event (conference, lecture, exhibition, etc.) or publication in any medium the Working Group must seek prior approval of the Executive Committee by submitting a formal proposal, budget and proposed funding request. This may have legal and financial implications for COMOS which need to be cleared before proceeding. Any Working Group found in violation of this will be dissolved. For use of COMOS logo refer COMOS Policy on Logo Usage attached as **Annexure-9**.

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VIII. THE SECRETARIAT:

The staff at the Secretariat shall be appointed by the Executive Committee of COMOS from time to time depending upon the requirement of COMOS. The Executive Committee may appoint an Executive Assistant (ToR enclosed as Annexure), Administrative Officer, Accounts Officer, etc. as the need may be. The terms of reference for each post shall be framed by the COMOS Executive Committee and the appointments shall be on a contract basis.

The Staff appointed for the Secretariat for all purposes shall report directly to the Secretary COMOS and their work shall be jointly monitored by the office bearers of Executive Committee.

IX. APPOINTMENTS BY EXECUTIVE COMMITTEE:

Article 12: National Scientific Counsellor:

The COMOS Executive Committee shall appoint a National Scientific Counsellor for monitoring the activities and programs of the National Scientific Committees. Any COMOS member having an experience of minimum 10 years in the field of conservation (heritage related practice / academia) and having been a member of COMOS for at least three consecutive years shall be considered for nomination to the post of the National Scientific Counsellor. The Counsellor shall ensure coordination, information exchange and conflict resolution amongst the NSCs established by the COMOS Executive Committee. The Counsellor will be directly accountable and report to the COMOS Executive Committee. The Counsellor will be assisted by the Secretariat of COMOS. The responsibilities of the Scientific Counsellor shall be as outlined below:

- i. Maintain updated NSC member lists and their Coordinator details from the NSCs with help from the Secretariat
- ii. Receive announcements of NSC meetings from the respective Coordinators and approve date of the meeting after consulting annual calendar of events of COMOS
- iii. Receive minutes of meetings from the respective Coordinators and compile same for the Annual Report
- iv. Receive Annual Plans and Schedules from the respective NSCs Coordinators and review the same
- v. Provide recommendations on NSC annual plans to Executive Committee for approval
- vi. Receive and review 6 monthly reports from Coordinators

- vii. Prepare annual calendar of activities in consultation with NSC and Executive Committee

Article 13: Financial Advisor:

The COMOS Executive Committee shall appoint a Financial Advisor for COMOS for every financial year. The role of the Financial Advisor shall be as follows:

- i. Advice and recommend in writing lawful procedures to Executive Committee on the issue of national and international fund transfers and payments as and when requested
- ii. Attend Executive Committee Meeting whenever required to apprise/advice Executive Committee on financial matters
- iii. Apprise and advice Secretary and Treasurer on the financial issues once in two months
- iv. Provide inputs in the formation of the Annual Budget of COMOS
- v. Provide accounting formats and rightful procedures for day to day accounting to the Secretariat of COMOS
- vi. To advisor on matters relating to taxation, law and finance at the request of Executive committee
- vii. Advisor may be an individual with required expertise and experience in financial consulting or a firm or a company as may be decided by the majority of the executive committee.
- viii. The terms of appointment as such shall be finalized and concluded in writing.
- ix. Accounting shall meet the **SOPG norms for accounting** as given in **Annexure -10**

Article 14: Auditor:

An auditor shall be appointed as per Rule 18 of RR who shall be a chartered accountant in practice or a firm of chartered accountants eligible to be appointed as an auditor. The auditor shall be independent and should not be related to any of the executive committee members or should not have any other financial interest in the COMOS. Ordinarily an auditor shall be appointed by the executive committee for each financial year.

Article 15: Secretariat Staff:

The COMOS Executive Committee shall for the day to day workings of the COMOS appoint requisite staff for the Secretariat of COMOS. The roles and responsibilities for the same shall be decided by the Executive Committee as per need basis and outlined in

Terms of Reference as detailed out for each staff position. Vacancies shall be advertised through digital or print media.

Article 16: COMOS MEMBERS:

Responsibilities of Members

- i. All members of COMOS, Individual Members, Young Professional Members, Associate Members, Student Members and Sustaining Members and Institutional Members shall pay an annual subscription fee for membership of COMOS (and thereby ICOMOS) as mentioned in rule 6 of RR failing which membership is subject to cancellation.
- ii. Members of COMOS shall abide with the obligations set out in the MOA and ICOMOS Statutes and Ethical Principles, non-compliance by members shall be reviewed by COMOS and if required by the International Scientific Committees or the Bureau of ICOMOS, which may lead to sanctions.
- iii. In all matters related to the workings of COMOS, the members shall maintain the confidentiality of information and refrain from any kind of activity that could undermine the interests of COMOS.
- iv. Members of COMOS are to refrain from projecting themselves as "consultants/ experts/advisors/employees" to COMOS or ICOMOS International by mere virtue of being a member of COMOS. If any member is found to malpractice or falsehood, his/her membership would be revoked immediately.
- v. The intellectual contribution of COMOS Members in any of the activities of COMOS would be duly acknowledged in all activities. However the intellectual property rights for work would rest with COMOS and not with the individual member. In case, an individual member or members have contributed, then they would be duly acknowledged by COMOS. For details refer to COMOS Policy on IPR.
- vi. All members involved in policy/scientific work with COMOS and its scientific committees are required to disclose to COMOS any professional, contractual or voluntary work done on the subject of the policy/scientific work in question to avoid any conflict of interest and duplication of work.
- vii. COMOS members must avoid being judges in their own cause: when they are involved in work concerning a specific site and also participating in advisory or decision-making bodies of local or national authorities, they must not take part in any decisions relating to that site.
- viii. COMOS is a non-profit society and therefore each member is supposed to contribute to its activities on voluntary basis.
- ix. Institutional members would need to collaborate with the various NSCs and at least hold one dissemination event/symposium/conference/exhibition of the work done by them during the financial year.

- x. Students of academic institutions, which are members, should be able to actively participate in the activities of COMOS. Moreover COMOS members should be able to give/expert lectures to the students.

Article 17: Membership Fees:

- i. Members shall pay an annual membership fee which shall be set for each category of member by Executive Committee of COMOS as mentioned in rule 6 of RR failing which membership is subject to cancellation.
- ii. Individual, YPM and Institutional Members will receive cards from ICOMOS International Secretariat in Paris, Associate and Student Members will get Membership Cards from COMOS (as they are not de facto members of ICOMOS International)
- iii. Annual Subscription is non-refundable.
- iv. Late fee of Rs. 100/- per month will be levied if membership fee is paid after due date up to three years after which the membership will be terminated

Article 18: Termination of Membership:

- i. The Executive Committee shall have the power to expel a member from the society on the following terms & conditions as per rule 7 of the RR:-
 - a. On his/her death or insanity
 - b. Non-payment of subscription fee on expiry of three years from due date.
 - c. Where Membership has lapsed for a period of up to 3 years, it will be reinstated at the previous membership level, following payment of all fees due for the period lapsed plus the current year. If membership has lapsed for 3 years or more, a new membership application is required.
 - d. On his/her written resignation.
 - e. If he/she has not attended three consecutive meetings of the general body without any intimation.
- ii. Each COMOS member shall be bound to comply with the Rules and Regulations of COMOS as outlined in its Memorandum of Association and Operation Guidelines as well as Statement of Ethical Commitment adopted by ICOMOS in Madrid in 2002 and abide by it at all times. Failure to behave accordingly may result in dismissal
- iii. If he/she or it is formally struck off the register by the General Assembly or Executive Committee of ICOMOS, or by resolution of the Executive Committee of COMOS, for failure to comply with the Code of Ethics and Standards of Practice or for any other valid cause.

- iv. On misbehaviour, misconduct and harassment of any nature mental or physical or verbal by any member of COMOS with another member.
- v. On inciting members against each other and intimidating the members or restraining them from conducting their duties or from participating in the activities and events of COMOS

Article 19: Appeals:

All the appeals should be referred to the Executive Committee of COMOS. The decision of the Executive Committee of COMOS shall be final. The reasons for rejection shall be communicated to the person concerned.

Article 20: Grievance Redressal Policy:

The grievance to be redressed as per the Grievance handling policy of COMOS attached herewith as **Annexure-11**

X. MEMBER OBLIGATIONS & CONFLICT OF INTEREST:

All members of COMOS are responsible to the Executive Committee in matters related to the workings of the COMOS. Refer to COMOS Policy on Code of Conduct for Members attached as **Annexure-8**.

XI. ELECTIONS AND ELIGIBILITY FOR Ex Com:

The rules for elections of COMOS Executive Committee shall be as detailed out in the Rules and Regulations (RR) and Memorandum of Association (MoA) of COMOS. In addition to the rules as mentioned in the COMOS RR following points shall be applicable:

- i. In case of tied votes, the decision would be made by tossing of coin.
- ii. For the duration of office, the same person can stand for a maximum of three terms in the Ex Com regardless of the position.
- iii. Election Guidelines and relevant forms are attached in **Annexure 12**

XII. INSTITUTIONAL PARTNERSHIPS AND COLLABORATIONS:

A proposer for a potential collaboration (member/non-member/institution) may write to the President/Secretary outlining the program for which collaboration is sought. The role of COMOS and the rationale for collaboration must be clearly defined. Financial implications of the partnership must also be indicated. This will be tabled for discussion to the COMOS Executive Committee and a response shall be submitted within 30 working days to the proposer.

A detailed proposal, budget and working mechanism for the collaboration shall then be developed by both partners. Potential conflicts of interest shall be avoided. The Executive Committee shall approve the final MoU with the partner institution which will include the detailed proposal (including deliverables), budget and mechanism for collaboration. Where COMOS receives funds to execute defined scope of work, utilization of funds shall be carried out in accordance with the financial procedures laid out above.

Use of the logo/name of COMOS is subject to Executive Committee approval. A standard template for use of Logo and its guidelines is mandatory to be followed. For details refer to COMOS Policy on Logo Usage. The same is attached and marked as **Annexure -9**

XIII. COMOS ANNUAL RESOURCES:

Resources of COMOS shall derive from the following sources as per rule 16 of RR:

- i. Donations
- ii. Fees
- iii. Grants in aid
- iv. Sale of publications
- v. Government Aid
- vi. Membership Fees

The money collected from the above sources shall be deposited in any of the Scheduled Bank as per rule 16 of RR.

XIV. UTILIZATION OF COMOS RESOURCES:

The resources of COMOS shall be utilized by the Executive Committee for undertaking programs and activities that are in accordance with the aims and objectives of the COMOS as outlined in the COMOS Memorandum of Association and towards building a strong infrastructure for running COMOS and as per the prevailing IT regulations.

XV. ACCOUNTING:

The accounting system shall be based on the calendar year and shall provide for an income statement, a balance sheet and an attachment, in accordance with the format consistent with the applicable accounting principles. Funds for special programs and for all International Scientific Committees shall be separately tracked within it. Justification shall be given for the use of funds from all grants obtained. All the accounts of COMOS shall be maintained by the Treasurer in consultation with the appointed Financial Advisor.

A SOP for accounting is attached and marked as **Annexure-10** for ready reference and observation while accounting.

XVI. POLICY FOR APPROVAL OF PROGRAMS AND ACTIVITIES

The organization should take up technically sound and financially viable and fundable programs and activities which can be executed on the basis of the organization's strength or with the help of technical expertise from the Executive committee. All technical proposals by individuals are to be sent to the Executive committee and by the NSCs shall be sent to the EC through the Scientific Counsellor against the call for proposals issued by the EC. However in the case of special events the proposal may be put up to the EC and approval sought for out of turn proposals.

Projects funded by government and other funding agencies may have to maintain an elaborate accounts in the formats prescribed by the funding agencies. All projects have to be executed with the technical advice of the Executive committee, which will also be responsible for monitoring the same. Administrative charges of 20% of the project cost shall be credited towards COMOS corpus. This should enable scientific NSC/zone to take up programs and activities for which sponsors may not be available yet which form the core concerns of the organization. Various concessions and exemptions under the Income Tax Act or other laws are available to COMOS as one organization as a whole and not to its various NSC/zones. Necessary clearances should be obtained by the concerned NSC/zones from executive committee.

A sample application form for submission of proposal is given and marked as Annexure -13

XVII. FINANCIAL PROCEDURES FOR PAYMENTS:

Article 21: Grants for National Scientific Committee Activities:

NSC coordinators shall be given grants for carrying out NSC activities and programs as per the call sent out by the Ex Com. For details Refer to COMOS Policy on NSC attached as Annexure-7.

Article 22: Payments for Consultancy Services:

Consultancy requirement if any may be outsourced to external agencies after the same is approved by the Executive Committee and a contract has been signed with the said agency. For such consultancy services outsourced to agencies the following rules shall be applicable for payments:

- i. The Executive Committee must approve the deliverables (for its fulfilment as per quality and standard of the COMOS and as per terms of contract)
- ii. The Agency must inform Executive Committee about the progress of work and satisfactory output of the activities along with the copy of the report/output for

comments by the Executive Committee from time to time as per the terms of the Contract

- iii. All Payments will be made based on the budget approved by Secretariat with information to Executive Committee for the project/activity before initiating the project
- iv. In case any deviation in the budget happens, it shall be brought into the notice of Executive Committee with justification and shall be made subject to the approval of Executive Committee
- v. Payments shall be made as per payment milestones detailed out in the terms of the contract and against Statement of Account, Bills and Vouchers duly certified by the Appointed Agency and approved by Secretariat.
- vi. Any Consultancy or “Service” is liable to tax deduction as per applicable rules as recommended by the Government of India

Article 23: Payments for Vendor Services and Sundry Items:

- i. All payments above cash limit shall be paid by cheque against the bill (directly to the vendor or “user”)
- ii. Every bill must be countersigned by the “user”/person who made the expense
- iii. Expense sheet must be submitted by the “user” to the Secretariat with all the expense details
- iv. Expense made without bill will not be considered
- v. Any “service” is liable to tax deduction as per applicable rules as recommended by the Government of India
- vi. For institutional payments such as transfer of membership fees, payment to webmaster for website related services, salaries, communication (telephone/courier/email etc.) and other institutional payments, the Secretariat shall prepare relevant vouchers which will be counter signed by Secretary/Treasurer with the invoice attached to the voucher. All payments will be issued based on the annual budget approved by the Executive Committee. For any out of budget expenditure above Rs 1,00,000/- Executive Committee approval will be sought as per rule 17 of RR.

Article 24: Reimbursement of expenses to Ex Com Members and Invited Guests:

- i. Office bearers and scientific counsellor/co-ordinators shall bear their own expenses as contribution to the organisation for local travel. For outstation travel the Ex Com members would be entitled to a travel bursary of two tier AC fare or equivalent for the three mandatory Ex Com meetings and AGM.

- ii. Persons including members invited as experts/key note speakers on technical seminars could be reimbursed for actual expenses (like travel, boarding and lodging) on producing the bills for which prior approval of Ex Com should have been obtained.
- iii. COMOS is a non-profit society and therefore each member is encouraged to contribute to its activities on voluntary basis.

XVIII. DIGITAL PRESENCE OF COMOS:

In order to further the programs and initiatives of COMOS, aid the expansion of its membership base, document its activities, publications and research work undertaken and for effective communication with its members, the COMOS Executive Committee shall set up a website for COMOS, presently the website is www.icomosindia.org. In addition to the above domain names www.icomosindia.org have also been registered in the name of COMOS. For public outreach and for coordination with its members and statutory bodies, the Executive Committee shall explore and make use of new cutting edge technology on social media platforms such as Facebook, Twitter, LinkedIn, Whatsapp, etc. as may be deemed appropriate or develop its own internal communication app or platform if the executive committee decides. The Executive Committee shall take adequate care to ensure that the copyright as well as personal data stored at the site or digital content put up by the COMOS or privacy of individuals is not compromised in any situation. The website may have separate access for the governing body members and general body members so that the classified or confidential information may not be accessible to public at large.

Facebook-There shall be only one official account for COMOS on Facebook. Existing pages/group should also include EA/ Secretariat COMOS India as admin. Circular should be issued making it mandatory for any person to have prior approval of EC before setting up any new page or group in the name of COMOS.

Twitter: There shall be only one official account for COMOS at Twitter

LinkedIn: There shall be only one official account for COMOS at linkedin

Whatsapp: preferably one official number should be used for the whatsapp of the COMOS India. In existing groups, President and Secretary of COMOS India should be added as admin.

An official channel may be created to highlight the work of COMOS and its members who have been doing good work on issues of cultural and natural heritage of India. This may be a tool for engaging with public and showcasing COMOS work. For details refer to COMOS Policy for Digital Presence and Social Media attached as **Annexure- 14**.

XIX. INTELLECTUAL PROPERTY RIGHT (IPR):

The intellectual property rights of the services provided to COMOS by the individual member/consultant/service provider will be determined on case to case basis. For details refer to COMOS Policy on IPR attached as **Annexure-15**.

XX. USE OF NAME, LOGO OR OFFICIAL SEAL OF COMOS:

Any member of COMOS shall not in any manner whatsoever advertise, display, appropriate for personal use the name, registered logo, official seal of COMOS, any abbreviation of the name of COMOS, any official designation or membership status with COMOS or ICOMOS as may have not been conferred on the member by either of the COMOS EC, in connection with his/her business or otherwise. For details refer to COMOS Policy on Logo Usage attached as **Annexure-9**.

XXI. RELATIONSHIP WITH ICOMOS:

Article 25: Liaison with ICOMOS:

The President shall be an ex-officio member of the ICOMOS International Advisory Committee as mentioned in sub-rule v of rule 10 of the RR. He or she shall represent COMOS *vis-à-vis* third parties. He or she shall be responsible for liaison between COMOS and the general bodies of ICOMOS. He shall be responsible to keep the Executive Committee appraised on all matters and discussions at the International Level. All communication with international secretariat is required to be copied to the Secretary.

Article 26: Rights and Duties as ICOMOS Members:

- i. Members of COMOS shall commit to comply with the ICOMOS Statutes and Ethical Principles, with the decisions of the General Assembly and the Board.

Article 27: Membership Fees:

- i. COMOS shall collect the annual membership dues. COMOS shall take the necessary steps to promptly transfer the collected membership dues to the International Secretariat.
- ii. Applicable taxes shall be levied on the membership fee.

- iii. All members shall have the right to attend the General Assembly and may be designated to be a voting member at the General Assembly within the conditions set out in the ICOMOS Statutes
- iv. Only individual members shall be eligible for holding office within ICOMOS

Article 28: Voting Rights for ICOMOS General Assembly:

- i. All Individual and Young Professional COMOS members (and therefore members of ICOMOS) shall have the right to attend; only the voting members designated as prescribed in the ICOMOS Statutes may exercise voting rights. The number of votes for COMOS shall be as prescribed by the ICOMOS Statutes depending upon the total number of COMOS members. The following members of COMOS shall be considered to vote at the General Assembly:
 - a. All Executive Committee members at the time of General Assembly become voting members (9 votes)
 - b. Voting members on behalf of their ISCs
 - c. Members who may want to attend the General Assembly and vote for the Elections
- ii. Voting members duly nominated may give a proxy to another voting member of COMOS. No member shall have more than four proxy votes in addition to his/her own

XXII. ARBITRATION:

Any controversy or dispute concerning the workings of the COMOS or arising out of collaborations and partnerships with other external COMOSs shall be settled by negotiation between the two parties. If it is not settled amicably, it shall be submitted, to an independent arbitrator as may be mutually agreed upon.

XXIII. REFERENCE FOR COMPLIANCE WITH NATIONAL AND INTERNATIONAL LAWS:

For all Indian laws or matters pertaining to Indian Operations, the Executive Committee shall be guided by duly appointed legal advisors. For the legal matters where there is ambiguity in application of International law and its applicability to the laws in India. The Executive Committee may seek guidance from President of ICLAFI.

XXIV. STATUTORY COMPLIANCES:

COMOS is registered under Societies Act, all other compliances of respective authorities needs to be done. For ready reference a checklist of compliance with due date is attached in the **Annexure-16**

XXV. GUIDELINES FOR SUBMISSIONS ON HERITAGE ISSUES:

For issues brought to the notice of the Ex Com by COMOS members or general public or through media reporting shall be addressed as per procedure set out in COMOS Policy for Submissions on Heritage Issues attached as **Annexure- 17**.

XXVI. GUIDELINES FOR OFFICIAL PRESS NOTE:

For official notification regarding the stand of COMOS on various issues related to heritage, programs and initiatives of COMOS the press note and media reporting shall be preapproved by the Ex Com. The President and Secretary shall be the official spokesperson for the organization. For details refer to COMOS Policy for Media Reporting attached as **Annexure-18**.

XXVII. NOMINATIONS AND ENDORSEMENT OF COMOS MEMBERS TO EXTERNAL-COMMITTEES AND PROGRAMS:

For nominations and endorsements of COMOS members to external committees, working groups, exchange programs procedure as detailed out in COMOS Policy for Nominations and Endorsement of COMOS Members needs to be adhered to. The same is attached as **Annexure-19**.

XXVIII. COMOS POLICY FOR OFFICIAL COMMUNICATIONS:

For all communications between the Ex Com members, NSC Counsellor, NSC members with members of COMOS and with external partner organizations official email ID shall be used at all times. Whenever there is any change, the password for the same shall be handed over to the next incumbent. The policy of official Communication is attached herewith as **Annexure- 20**

XXIX. ANNEXURES

All the annexures mentioned in this SOPG are enclosed herewith

ORGANIZATIONAL CHART

