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**RULES**

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**REGULATIONS BOOK**

*of*

**HIGH ENERGY MATERIALS  
SOCIETY OF INDIA**

# **RULES & REGULATIONS BOOK**

**OF**

## **High Energy Materials Society of India**

**(Registration No. : 1258, Public Trust No. 2399, Pune 1983)**



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### **HEMSI OFFICE**

**High Energy Materials Research Laboratory (HEMRL)**

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## FOREWORD

High Energy Materials Society of India (HEMSI) is a non-profit professional body founded in 1983 with Headquarters at HEMRL, Pune. Its objective is to promote, propagate and encourage basic and applied research in the whole gamut of high energy materials including propellants, high explosives and pyrotechnics. As the Rules & Regulations of the Society were framed way back in 1983, the Governing Council Members of the Society (in its meeting held on 26 August 2016), had felt the need to revisit the Rules & Regulations Book of the Society and propose changes where required. Accordingly, following Committee was constituted by the Governing Council. It was also suggested that while examining the present Rules & Regulations, Committee may address all issues related to finance, business transaction, responsibility and authority.

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|-----------------------|----------|
| 1. Shri M C Uttam     | Chairman |
| 2. Shri K Viswanathan | Member   |
| 3. Dr S N Asthana     | Member   |
| 4. Dr Benny George    | Member   |
| 5. Shri Sudhir Singh  | Member   |
| 6. Dr Seema Kakade    | Convener |

Committee had two meetings on 3 October 2016 and 2 February 2017 and deliberated various issues. Before finalizing the proposed changes, it also examined prevailing Rules & Regulations of other Societies such as Aeronautical Society of India, Indian Society for Nondestructive Testing etc. The recommendations made by the Committee were considered and approved by the Governing Council in its meeting held on 7 April 2017. The Rules & Regulations Book is being issued with a hope that the Members would find provisions useful and appropriate for smooth functioning of the Society.

The undersigned would like to acknowledge with thanks the efforts put in by the Chairman & Members of the Rules & Regulations Committee and the Members of Governing Council in bringing out updated Rules & Regulations Book.

General Secretary, HEMSI

## Chapter 1

### MEMORANDUM OF SOCIETY

1. Name of the Society shall be High Energy Materials Society of India (HEMSI).
2. Registered Office shall be located at High Energy Materials Research Laboratory (HEMRL) Sutarwadi, Pune-411021.
3. Society shall be a professional non-profit organization.
4. Objective of the Society is to serve as a professional body to promote, encourage, evolve and stimulate interest in Science & Technology of High Energy Materials and applications thereof.



## Chapter 2

### ACTIVITIES

With a view to achieve the above objective, Society will undertake the following activities :

1. Serve as a common forum and platform for individuals, institutions, organizations and industries working in the area of High Energy Materials
2. Disseminate information concerning research and development in the field of High Energy Materials both in India and abroad
3. Organize lectures, discussions, conferences, seminars, colloquia, publications and technical courses relating to advances in High Energy Materials
4. Identify and recommend areas for research and development work in the country related to High Energy Materials
5. Establish liaison with Government, individuals, institutions and commercial bodies on matters pertaining to High Energy Materials and to advise them whenever needed or requested
6. Co-operate with other bodies having similar objectives
7. Associate itself with appropriate organization(s) both in India and abroad for promotion of common objectives and to represent them in India
8. Organize regional chapters in different parts of the country as and when the need arises
9. Provide a common and effective platform to bring scientists from all over the globe by organizing international conferences (HEMCE) biennially
10. All acts as the Society may deem necessary, incidental to or conducive to the attainment of the aims and objectives of the Society





## Chapter 3

### RULES & REGULATIONS

1. Interpretation
2. Constitution
3. Qualification of Membership
4. Subscription
5. Responsibilities, Rights & Privileges
6. Administration & Management
7. Election of Governing Council
8. Powers and Duties of Governing Council
9. Powers and Duties of Office Bearers
10. Meetings of the Society
11. Funds
12. Audit
13. Indemnity
14. Privileged communication
15. Amendments
16. Dissolution

## **1. Interpretation**

- i. Society means 'High Energy Materials Society of India (HEMSI)'
- ii. Member(s) means Member(s) of all the categories who constitute the Society and whose name is borne in the Register of Members
- iii. Head Quarters/Office means Registered Office of the Society
- iv. Subscription means one time subscription for Life Membership of individuals, five year Membership for Corporates and for Students till their study completes
- v. Words except where the context forbids, employing singular shall include plural and male shall include female
- vi. President means President of the Society
- vii. Vice President means Vice President of the Society
- viii. General Secretary means Honorary General Secretary of the Society
- ix. Joint Secretary means Honorary Joint Secretary of the Society
- x. Treasurer means Honorary Treasurer of the Society
- xi. Council means Governing Council (GC) in the Office
- xii. Chapter means duly constituted Regional/Local Chapter in India

## **2. Constitution**

- i. Membership of the Society shall be open to all persons and bodies who subscribe to the aims and objectives of the Society. There shall be six classes of Constituent Members of the Society as follows:
  - a) Patron
  - b) Honorary Fellow
  - c) Members of Governing Council
  - d) Life Member
  - e) Corporate Member
  - f) Student Member
- ii. All of above (hereinafter referred to collectively as Members) shall be entitled to the rights and privileges mentioned hereinafter. Members name shall be entered in the register to be kept pursuant to Societies Registration Act. The qualifications, mode of election, rights &

privileges and obligations of Members shall, save as herein provided, be prescribed by Regulations made by the Society from time to time and shall also be subject to alteration or repeal by such Regulations.

iii. There shall also be Local / Regional Chapters duly constituted. Chapters shall have their Office at locations approved by Governing Council (GC) and act as separate registered entity.

### **3. Qualification of Membership**

#### **i. Patron**

The Society may have Patrons to further its cause. A Patron shall be an individual with a record of meritorious service to any public cause or a person known to have made substantial contributions for the growth of industry / engineering and shall be enrolled only by the invitation of the Governing Council. A Patron may be appointed by virtue of the Office he holds but in such case; he shall cease to be Patron when he relinquishes his Office. Patron of the Society shall have the rights and privileges as hereinafter prescribed. Patron shall be exempted from the payment of subscription.

#### **ii. Honorary Fellow**

Honorary Fellow shall be a person of outstanding professional distinction and shall be enrolled by the invitation of the Council. He shall be exempted from the payment of subscription. He/she shall not have the voting rights if not Member of the Society. He cannot be an Office Bearer but can be co-opted to the Governing Council to seek his advice if need arises.

#### **iii. Members of Governing Council**

All the Members of GC shall be part of constitution and entitled to the rights and privileges of the Society as hereinafter prescribed. They shall also have the voting right and in addition, shall be exempted from payment of delegation fees etc.

#### **iv. Life Member**

Life Member shall be an individual of appropriate standing enrolled by the Council on application and shall be a Scientist, Technologist, Engineer, Industrialist, Teacher, Executive or one interested in High Energy Materials. Life Member shall be entitled to the rights and privileges of the Society as hereinafter prescribed.

v. **Corporate Member**

Corporate Member shall be any commercial entity or industrial undertaking/ Department/Agency of the Central or State Government, a local body, an institution or a recognized statutory body enrolled by the Council on application. The Society can receive and collect voluntary contributions from Corporate Members and they shall have the right to nominate two representatives who will be entitled to the rights and privileges of the Society as hereinafter prescribed. The names of the nominees of the Corporate Members shall be registered with the Society and any changes in such nomination may be intimated by the Corporate. The Membership will be for 5 years and eligible for renewal.

vi. **Student Member**

Student Member shall be a student/research scholar of a recognized college/Institution/University in the fields of Science, Technology, Engineering and any other allied fields related to High Energy Materials. He shall be entitled to all rights of the Society, but he shall not have any voting rights and shall not be an Office Bearer or Member of Governing Council. He shall cease to be a Student Member on completion/termination of his studies.

#### 4. **Subscription**

- i. Subscription as detailed below shall be paid to the Headquarters Office of the Society. An application in the prescribed form shall be addressed to Honorary Secretary of the Society along with the necessary subscription and recommendation from the Local Chapter.
- ii. Headquarters shall remit 50% of Membership Fees to Regional / Local Chapters.

<b>Membership</b>	<b>Subscription (Rs)</b>
Patron	Nil
Honorary Fellow	Nil
Life Member	5000
Corporate Member	50000 for 5 years
Student Member	1000 Valid till cessation of studentship

iii. Governing Council may enhance, reduce or completely eliminate at any time, the subscriptions, provided that no such change shall be effected more than once within a period of twelve months. Approval of the General Body will be necessary for making these changes.

## **5. Responsibilities, Rights & Privileges**

- i. Voting rights in General Meetings : Each Life Member / Corporate Member of the Society shall have only one vote. Honorary Fellows, if not Member of the Society and Student Members shall not have any voting rights.
- ii. Constituent Members are eligible to participate in the activities of the Society and its Chapters and make use of the facilities, with or without charge as may be determined by the Council.
- iii. Constituent Members are eligible to receive all publications and journals brought out by the Society with or without charge as may be decided by the Governing Council
- iv. Register/data base of Constituent Members showing their date of admission, name and address shall be maintained. The Register / data base shall also include the names of the representatives of the Corporate Members.
- v. Any Constituent Member of the Society shall be entitled to inspect the Register at the Registered Office, after serving notice upon the General Secretary, intimating his intention at least 7 days prior to the date of inspection.
- vi. Cessation of all types of Membership shall result.
  - a) By resignation in writing to the Secretary of the Society or
  - b) On having been adjudged guilty, by a competent authority, due to which continuance as a Member of Society is not desirable.
- vii. Suspension of Membership - A Member shall be liable to be suspended or permanently expelled from the Society for valid reasons by a decision of the Committee constituted by GC. Committee shall record the grounds on which a Member shall be suspended or expelled and shall inform the Member accordingly. Member concerned shall be given opportunity to clarify his stand. Member shall also have the right of appeal to GC within 15 days of the receipt of suspension / expulsion order. Appeal shall be addressed to President of Council. On receipt of such an appeal, Council shall convene a Special General Body meeting within a period of thirty days from the date of the appeal.

## 6. Administration & Management

i. Society shall be managed by General Body consisting of all Members with voting rights. A Governing Council which will be the legal representative of the Society and shall consist of not less than 15 and not more than 40 Members. Governing Council shall have following Members in addition to the nominated members.

- a) President (Director HEMRL-Ex officio)
- b) Vice Presidents (Chairmen of all Regional Chapters)
- c) General Secretary
- d) Joint Secretary
- e) Treasurer
- f) Young Scientists (one from each Chapter)

ii. Immediate past President of the Society shall also be a Member of the Governing Council. All other past Presidents will be permanent invitees to the Governing Council.

iii. Council shall act as trustees for the movable and immovable properties of the Society.

iv. An Executive Board comprising of following Office Bearers shall be nominated / elected by the Governing Council for carrying out day to day business, organizing lectures and arranging workshops etc.

- a) President
- b) General Secretary
- c) Joint Secretary
- d) Treasurer

v. For furtherance of the Society, Council may in response to request addressed to the Society, approve establishment of Chapters to serve specified geographical area. Such request shall be signed by at least 20 Members of the Society and not less than ten of whom shall be Fellows or Members who are normally employed, and are residing within the geographical limits proposed for the Chapter. A Chapter may be formed where the number of members enrolled is 50 or more.

- a) Each Chapter shall have a charter which shall contain the name, location, geographical areas covered and date on which the Chapter was granted and shall bear the name and signature of President and General Secretary of the Society.
- b) Each Chapter shall conduct its affairs in accordance with the Society bye-laws and

its own bye-laws

- c) Bye-laws of a Chapter shall come into effect only after approval given by the Council
- d) Activities of the Chapter shall be governed by an Executive Committee. The Office Bearers of the Chapter Executive Committee shall consist of Chairman, Secretary and Treasurer and such other members as may be provided in the bye-laws of the Chapter elected at the Chapter General Meeting
- e) Chairman / Secretary of a Chapter or any Member so authorized by the Chairman shall represent the Chapter in the Council of HEMSI
- f) Chapter is authorized to raise funds for specific purposes with the prior concurrence of the Council. Society being a non-profit organization, funds of the Chapters shall be utilized in a most economic manner and strictly for promotion of the Society's activities in-line with the objectives of the Society
- g) All official correspondence of a Chapter shall be on its standard letter head which shall conform to the format of the standard letter head of the Society
- h) Council may at its discretion close a Chapter after giving it notice of three months and considering any explanation the Chapter may tender for
- i) Chapters shall have financial independence with separate registration, Permanent Account Number (PAN) and Income Tax (IT) return filing
- j) Secretary of each Chapter shall forward to General Secretary of the Society report of all meetings, audited accounts and copy of the IT return at the end of each financial year failing which, the Chapter is liable to get derecognized

## **7. Election of Governing Council**

Governing Council shall consist of all Office Bearers (Executive Board) and one Member each from Defence Research and Development Organization, Indian Space Research Organization, Ordnance Factories, Director General Inspection, Academic Institutes, Universities and industries in civil sector

- i. The existing Governing Council shall continue in the Office till the next Governing Council is constituted as per rules



- ii. Term of the Council will be for 2 years, however, Office Bearers and Members of the Council are eligible for re-nomination (not more than two terms in consecution)
- iii. Election to Governing Council shall be governed by appointment of a Returning Officer
- iv. Results of the election shall be communicated to each of the Members so elected within 15 days of the election by post / courier / email. However, results of the election shall be formally announced by President at the General Body Meeting
- v. If sufficient valid nominations are not received for Council Membership by the date set for receiving the nominations, the existing Governing Council shall have the responsibility to make appropriate nominations and Constituent Members will be notified accordingly
- vi. The first meeting of the new Governing Council shall be held at the earliest
- vii. In the event of vacancy arising in the Office of President, Vice-President(s), General Secretary, Joint Secretary or Treasurer, Council may fill up such vacancy from amongst its Members. In the event of vacancy (s) arising in the membership of the Council, the Council may fill up such vacancy (s) by co-opting Member (s) from the eligible Constituent Members. Constitution of the Council shall be ratified at the next General Body Meeting

## **8. Powers and duties of Governing Council**

Governing Council shall have the Society registered under the Societies Registration Act. Council shall carry out following activities to manage the affairs of the Society. Members of the Governing Council or of duly appointed committee's sub-committees shall not be held personally liable in respect of any act done in good faith

- i. Make, amend or delete Bye-laws for efficient management of the Society for attainment of its aims and objectives and to amend or delete any of the Bye-Laws for the time being imposed, subject to the approval of General Body Meeting, provided that Bye-laws shall not be inconsistent with the Memorandum of Society and Regulations herein continued
- ii. Plan and carry out all such activities as deemed necessary to promote aims and objectives of the Society and to do all such acts and things as are necessary for this

purpose

- iii. Raise funds by way of subscriptions, grants, endowments etc
- iv. Utilize funds and income for furthering aims and objectives of the Society
- v. Acquire, purchase, construct, maintain, take on lease or otherwise, land, buildings and other movable or immovable property for the purpose of the Society
- vi. Enroll Constituent Members to the Society and accept their resignations from membership
- vii. Exercise the right to refuse any application for membership, not approved by it, without assigning any reason whatsoever
- viii. Enter into agreements with Central, State and/or Local authorities to secure rights, privileges and concessions desirable for the progress of the Society
- ix. Appoint Committee(s) endowed with such powers as may be necessary
- x. Nominate members for advisory committee
- xi. Identify and invite dignitaries/ personalities as Patrons/ Honorary fellows
- xii. Co-opt persons to the Governing Council
- xiii. Invite, co-opt or engage any person (s) for any specific purpose or service
- xiv. Prepare and submit to General Body Meeting a report on the activities of the Society and also of the Chapters during the previous year. Such report shall include audited statement of accounts for the previous year
- xv. Promote and approve constitution of the Chapters and to provide guidelines for the same
- xvi. Enter into collaboration and / or membership with any similar Organization, Institution and / or Society and to accept as well as offer concessions in respect of membership fees etc. on reciprocal basis
- xvii. Take legal proceedings for recovery of any sum due to Society
- xviii. Keep proper books of account at the Registered Office of the Society or at such other place as may be decided
- xix. Make available various services offered by the Society to Constituent Members and others on such terms as may be decided from time to time
- xx. Comply with all the legal requirements and Regulations and the Societies Registration act and such other acts as may be applicable

xxi. Open bank accounts and operate them

## **9. Powers and Duties of Office Bearers**

- i. President shall preside over all meetings of the Governing Council and General Body Meetings of the Society and shall also perform such other duties as are incidental to this Office.
- ii. President shall, when he deems proper, communicate to the Constituent Members of the Society or Governing Council, his views and make suggestions which, in his opinion tend to promote the aims and objectives of the Society. President shall be responsible for the proper conduct of the affairs of the Society.
- iii. In the absence of President, one of the Vice-Presidents nominated by the President shall act for President, and shall exercise all powers and perform all such duties as are delegated by the President.
- iv. General Secretary, working under the direction of President will be generally responsible for carrying out work of the Society and in particular perform the following duties :
  - a) Attend to the correspondence of the Society and of Governing Council
  - b) Convene General Body Meetings of the Society and meetings of the Governing Council with the prior concurrence of President
  - c) Maintain minutes of the Governing Council, Annual / Special General Meetings of the Society
  - d) Maintain a Register / database of Constituent Members
  - e) Carry out day-to-day administration of Office of the Society
- v. Subject to the control and guidance of the Governing Council, the General Secretary shall have the powers to :
  - a) Exercise overall supervision over the staff and affairs of the Society and generally assist in carrying out the decision of the Governing Council
  - b) Sign contracts and other documents as the Council may authorize and represent the Society in all legal matters, relating to or affecting the Society
- vi. General Secretary shall be an ex-officio member of committees of the Society.
- vii. In the absence of General Secretary, Joint Secretary shall discharge the duties of the

General Secretary. At other times, he shall assist the General Secretary in all matters pertaining to Society.

viii. Treasurer shall be custodian of the funds of the Society and shall be responsible for maintenance of proper books of accounts, jointly with General Secretary or Joint Secretary nominated by the President. He will perform following duties :

- a) Be in-charge of all accounts of the Society
  - b) Accept money and issue receipts on behalf of the Society
  - c) Prepare annual financial statements and budget for submission to the Council
  - d) Prepare budget for headquarters including major activities such as publication of journal, visits, meetings etc. with details of breakup
  - e) Provide or acquire property such as offices, conference rooms, libraries, reading rooms, and buildings, workshops, laboratories or other buildings and conveniences in connection therewith and to furnish, equip and maintain and conduct the same and to permit the same and other property of the Society to be used by Constituent Members either gratuitously or on payment
- ix. In the absence of Treasurer, General Secretary shall undertake the responsibilities of the Treasurer.
- x. No Office Bearer of the Society or Member of the Governing Council shall receive directly or indirectly any salary, compensation or emoluments from Society unless authorized by the Governing Council.

## **10. Meetings of the Society**

The General Body consisting of the enrolled members with voting rights shall be the supreme body of the Society on all matters. The General Body Meetings of the Society shall be held biennially. However Ordinary or Extra-Ordinary meetings may be convened as and when need arises. General Body Meeting shall be held at such times and in such places as the Committee may decide and the following rules shall be applicable :

- i. Notice of the Meeting stating hour, date and venue and also the business to be transacted shall be given to the Members of Society, not less than fifteen days before the date of Meeting.
- ii. Minimum of sixty Constituent Members present in person shall form quorum for any

General Body Meeting. If the quorum is not complete within fifteen minute of the specified time, the meeting shall stand adjourned and the same reconvened on the same day at the same place after thirty minute of the time originally fixed for meeting. The business on the original agenda only shall be transacted at such an adjourned meeting irrespective of the quorum.

- iii. President or in his absence, any one of the Vice-Presidents nominated by President shall be Chairman of the Meeting.
- iv. Members who are not eligible to vote shall not be permitted to attend the business session.
- v. Student Members, Visitors / Guests can be present during the academic sessions when papers and research reports are presented.
- vi. For any motion regarding the immediate transaction of an urgent business, written notice of at least seven days, prior to the meeting, shall be necessary.
- vii. President's ruling on any motion shall be final, as decided by a show of hands, unless a ballot has been demanded prior to the voting.
- viii. Meeting shall be held with a view to :
  - a) Examine the annual report of the committee
  - b) Consider and approve the annual income and expenditure accounts, balance sheets or to approve any interim expenditure
  - c) Elect the Office-Bearers to the posts left vacant by resignation, retirement or due to any other reason
  - d) Review and consider budget estimates for the next two years after its approval from GC
  - e) Appoint auditors for the Society after its approval from GC
  - f) Transact any other business with the permission of the Chair
- ix. Special General Body Meeting shall be convened by a call of the President or by the Governing Council or by a written petition to the Governing Council, signed by at least twenty five Members of the Society. Notice of the date, time and place of the meeting and the business to be transacted shall be given to the Members not less than fifteen days before the date of the Meeting. Minimum of 25% of Constituent Members and not less than 10 Members shall form quorum for any Special General Body Meeting. If no quorum is present, the

Meeting shall stand dissolved without transacting any business, notwithstanding anything mentioned in Rule. A meeting convened pursuant to a requisition shall be fixed for a date not later than thirty days from the date of receipt of the requisition.

x. **Meeting of the Governing Council:**

- a) Governing Council shall meet at such time and in such places as they think proper for transacting the business of the Society.
- b) Meetings of the Council shall ordinarily be called by the Secretary in consultation with the President. Fifteen day notice shall ordinarily be given for convening a meeting. A meeting convened pursuant to a requisition shall be fixed for a date not later than thirty days from the date of receipt of the requisition.
- c) Seven Members shall form a quorum for the meeting.
- d) Secretary shall record the minutes of all the meetings of the Council in appropriate permanent registers kept for that purpose.
- e) Each Member shall have only one vote and all matters concerning the affairs of the Society shall be decided by prescribed majority. In the case of equal votes, President of the meeting shall exercise the second or casting vote.
- f) A request to President made in writing by ten Members of the Council shall make it obligatory on the President to convene, within a month thereof, a meeting of the Council.
- g) Governing Council may invite Honorary Fellows or Specialists or persons with specialized knowledge to take part in its discussions on matters requiring expert guidance but they shall not be entitled to vote.

## **11. Funds**

- i. All funds and properties of the Society shall be managed by the Governing Council and money shall be deposited in the name of the Society in scheduled public sector banks approved by the Council.
- ii. Bank accounts shall be operated jointly by Treasurer, President & General Secretary of the Office Bearers of the Society. Endorsement of cheque by any two of the Office Bearers shall be adequate authority for withdrawing funds.
- iii. Funds shall be spent only for the attainment of the aims and objectives of the Society

including spending on workshops, lectures, seminars, etc. conducted by the professional bodies/non-profit organizations, grant-in-aid to promote Society causes, granting aid in extra-ordinary circumstances like accidents/calamities etc. and no portion thereof shall be paid or transferred to any of its Constituent Members through any other means.

iv. Such of the funds not required for current expenses may, at the discretion of the Governing Council, be invested in such manner as may be decided.

v. General Secretary and Treasurer shall hold an imprest fund as authorized by the President from time to time for defraying day-to-day expenses of the Society. They shall maintain a petty cash statement.

## **12. Audit**

i. An auditor who is a Chartered Accountant within the meaning of the Chartered Accountants Act 1949 shall be appointed at the General Body Meeting Biennially, on such remuneration as the General Body Meeting may decide, to audit the accounts of the Society and to report there on to the General Body Meeting.

ii. The existing Auditor shall be appointed by the Governing Council to hold Office until an Auditor is appointed in the next General Body Meeting.

iii. In case of a casual vacancy of the Auditor, the Governing Council shall appoint another Auditor in his place. An auditor thus appointed shall retire at the ensuing General Body Meeting.

iv. A Member of the Governing Council shall not act as an auditor.

v. Any Constituent Member of the Society may inspect the accounts of the Society with previous appointment with the Treasurer.

vi. Chapter shall submit audited balance sheet to Headquarter after its presentation and ratification by its General Body Meeting (Chapter).

vii. Accounting year shall be 31<sup>st</sup> March of the calendar year.

## **13. Indemnity**

No Member of the Governing Council or Executive Committee of any Chapter or other Officer Bearers of the Society shall be liable for the acts, neglects or defaults of any other Constituent Member of the Society or for any loss or expenditure happening to the Society



through the insufficiency or deficiency of title to any property acquired by or on behalf of the Society or for the Society or for the insufficiency or deficiency of any surety in or upon which any of the money of the Society shall be deposited or for any loss or damage arising from bankruptcy, insolvency or torturous act of any persons with whom any money, securities or effects shall be deposited or for any loss on account of error of judgment, omission, of oversight on his own part or for any other loss, damage or misfortune whatever, which shall happen in relation to the execution of the duties of his Office or in relation thereto unless the same happens through his own willful default or neglect.

#### **14. Privileged Communication**

All communications, correspondence, reports, minutes, papers and documents related to the admission of the Constituent Members or the forfeiture of membership of any Constituent shall be privileged and confidential and shall not be passed out of the custody of the concerned Office Bearer nor shall any of the contents be disclosed outside the Governing Council, unless authorized by the Council.

#### **15. Amendments**

The provisions contained in these Presents shall not be altered, abridged, modified or cancelled except in the manner provided below :

- i. Amendments to these Presents may be proposed by means of resolutions adopted by the Council or by means of a petition signed by at least 10 % of the Members, eligible to vote.
- ii. The Council should submit any such proposal for amendment of any of the provisions herein contained in the form of a report to all the Constituent Members by sending it to their registered addresses by post / courier / email, 21 days prior to the date of General Body Meeting in which the resolution for such amendments shall be moved. The resolution shall be carried by 2/3 majority of the total votes cast at the meeting.
- iii. The date on which an amendment shall take effect shall be decided by the General Body Meeting.
- iv. Every change in these Presents shall be filed with the Registrar of Societies for registration within three months from the date of its adoption.



- v. Copies of the amendments shall be circulated to all the Constituent Members of the Society.
- vi. Any change in the name of Society, aim of Society or amalgamation of Societies shall be done as per Societies Registration Act 1860, Sec. 12 & 12 A.

## **16. Dissolution**

- i. The Society may be dissolved, if so decided, in accordance with the provisions under Section 13 and 14 of the Societies Registration Act 1860.
- ii. Absence of any specific provision in these Rules or in the Constitution of the Society, as amended from time to time, the Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950 as well as the Rules made there under shall apply.

## Chapter 4

### BYE-LAWS

1. Purpose
2. Membership
3. Admission
4. Expenditure
5. Society Representative
6. Common Seal

## **1. Purpose**

These Bye-laws provide authority and direction in achieving the aims and objectives of the Society as set-forth in its Memorandum of Society and rules and Regulations made there under and to ensure consistency and efficiency in the administration of its affairs.

These Bye-laws shall be complementary to the Memorandum of Society and the Rules & Regulations and shall be deemed ultra-vires where and to the extent they are inconsistent with the same.

## **2. Membership**

The last known register address of all Constituent Members shall be considered as valid mailing address for correspondence by the Society.

## **3. Admission**

- i. Application for admission to the Membership of the Society shall be made to the General Secretary of the Society in the prescribed form who shall place it before the Governing Council for its consideration. The Governing Council shall have the discretion to accept or reject an application without assigning any reasons.
- ii. For new admissions, prescribed admission fee and annual subscription shall be sent with the application. For transfer of Membership from one class to another, no admission fee shall be charged. Admission fee shall not be refundable but the Governing Council may waive the admission fee in special cases where an application for admission is renewed.
- iii. For admission as Honorary Fellow, proposals, in writing shall be submitted by the President or a Vice-President of the Society. The proposal shall contain sufficient information to indicate that the qualifications required for this class of Membership are met. On acceptance of the proposal by the Governing Council, the General Secretary shall seek the consent of the person before inviting him to join the Society. The conferment of Honorary Fellowship shall be done normally during the General Body Meeting/Conference.
- iv. Intimation of admission to membership shall be sent to the applicants together with

copies of the Memorandum of Society, Rules and Regulations and Bye-laws of the Society to which he shall be deemed to have agreed.

- v. The name of any Constituent Member whose conduct has been found to be against the interest of the Society shall only be removed from the roll after a resolution to this effect has been passed by at least two third majority of the Members of the Governing Council.
- vi. Membership of a Constituent Member of the Society ceases (a) on death (b) resignation (c) suspension and (d) removal by the Council.

#### **4. Expenditure**

- i. Executive body shall have the power to incur expenditure up to Rs. 5 lakh per event and beyond Rs. 5 lakh with the ratification in the GC.
- ii. Executive Body shall have the power to incur day-to-day expenditure within the limits of Rs. 5 lakh per year.
- iii. For defraying day-to-day expenses, the General Secretary and the Treasurer shall hold an imprest fund as authorized by the Governing Council.
- iv. The President may authorize any Constituent Member to incur expenditure for any specific purpose within the limits approved by the Governing Council.

#### **5. Society Representative**

The Governing Council shall have the authority to nominate representatives of the Society to serve on committees of other bodies and to brief them. The representatives shall report to the Governing Council, the business transacted during the meeting in which they have represented the Society.

#### **6. Common Seal**

The Governing Council shall provide a common seal of the Society and make rules for safe custody and use thereof, and it shall never be used except by the authority of the Governing Council previously given. Every instrument to which this seal is affixed shall be signed by the President and in his absence by any of the Vice-Presidents, and every such instrument shall also be signed by the General Secretary or some other person authorized by the Governing Council.



