

		RULES AND REGULATIONS OF THE SOCIETY
R-0		DEFINITIONS
R-0 -1		For the interpretation of these presents, the following words and expressions shall have the meaning hereinafter stated unless it shall be inconsistent with the object of the context.
	(a)	These presents mean and include the Memorandum of Society, the Rules, and Regulations and the Bye-laws of the Society as may be in force from time to time.
	(b)	Society means the Association of Environmental Analytical Chemistry of India.
	(c)	Office means the Registered Office of the Society
	(d)	Committee means the Executive Committee.
	(e)	Month means the Gregorian Month.
	(f)	Year means the Gregorian Calendar year.
	(g)	Member means Life-member
	(h)	A word imparting only the singular number may also include plural and vice-versa.
	(i)	A word imparting only the masculine gender may also include feminine gender and vice-versa.
R-1		MEMBERSHIP:
R-1-1		Membership of the Society shall be open to individuals without distinction of sex, race or nationality and to the recognized bodies who subscribe to the aims and objectives of the Society. It will consist of unlimited number of members. The members with Indian nationality only shall have the right to be the member of managing committee.
R-1-2		There shall be four classes of members of the Society as follows:
	(a)	Honorary Member who shall be entitled for life to the rights and privileges of the Society as hereinafter prescribed except to vote and in addition shall be exempted from the payment of subscription.
	(b)	Life Member who shall be entitled for the life to the rights and privileges of the Society.
	(c)	Student Member who shall be entitled to the rights and privileges of the Society as hereinafter prescribed except the right to vote and the right to hold an elective office.
	(d)	Corporate Member who shall have the right to nominate two of his employees as representatives to enjoy the rights and privileges of the Society as hereinafter prescribed except the right to vote and the right to hold an elective office.
R-1-3		The qualifications for the various clauses of membership shall be governed by the following principles:
	(a)	Honorary Member shall be a person of outstanding professional distinction in the field of Electroanalytical Chemistry and shall be enrolled only by invitation of the Committee.
	(b)	Life Member shall be one who qualifies to be a Member and who has paid the fees as per Clause B-2-1, for this class of Membership and approved by the Committee.
	(c)	Student Member shall be a person enrolled by the Committee, on application and shall be a science/engineering graduate who subscribes to the aims of the Society and is pursuing his higher degree (M.Sc/Ph.D) in the area of Chemistry/Environmental Sciences. Membership will be valid for 5 years from the date of registration of M.Sc/Ph.D or till the completion of degree whichever is earlier.
	(d)	Corporate Member shall be a registered Commercial or Industrial Undertaking, a Department of the Central or State Government, a Local Body, an Institution or a recognized Statutory Body enrolled by the Committee on application. This corporate Membership will be valid for 10 years.
R-2		PATRONS:
R-2-1		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 and shall be enrolled only by the invitation of the Committee with his previous consent. A patron may be appointed by virtue of the office he holds but in such a case, he shall cease to be a Patron when he relinquishes his office.
R-2-2		Patrons of the Society shall have the rights and privileges as hereinafter prescribed, except the voting rights and the right to hold an elective office and shall be exempted from payment of membership fees.
R-2-3		If an organization/ institution, profit making or otherwise becomes a corporate member, AEACI may honour the head of the organization/Insitution by designation by accepting him as a Patron, after obtaining the consent from the individual occupying the post.

R-3		SUBSCRIPTION:
R-3-1		Admission fee for Members shall be as prescribed in the Bye-Laws.
R-4		EXECUTIVE COMMITTEE
R-4-1		The affairs of the Society shall be managed by an Executive Committee consisting of not less than 7 and not more than 16 including five Office-Bearers of the Society (see R-5) and ordinary Members to be elected except for the first Committee.
R-4-2		The Committee's term of office shall last for five years, with a grace period of one year under normal conditions and two years in the event of unforeseen circumstances. Upon the conclusion of their terms, the immediate past President, Vice-President, and General Secretary shall automatically become ex-officio Members of the Committee for a second term unless they are re-elected.
R-4-3	(a)	A meeting of the Committee shall be held at least once three months.
	(b)	A meeting of the Committee shall be called giving at least seven day's written notice, stating the agenda. A meeting may be convened at a shorter notice of 24 hours in case of emergency.
	(c)	The quorum for the meeting of the Committee shall be one third or five, whichever ever is less. If no quorum is assembled at appointed time, the meeting shall be adjourned to half an hour and later shall transact the business. No quorum is required for the adjourned meeting.
R-4-4	(a)	Any member of the Committee absenting for three consecutive meetings without prior intimation shall cease to be a Member of the Committee.
	(b)	Any member of the Committee ceases to be a Member of the Committee upon his death.
	(c)	Any member of the Committee ceases to be a Member of the Committee upon his resignation being accepted by the Committee.
	(d)	Any member of the Committee ceases to be a Member of the Committee on losing his primary membership.
R-4-5		Any vacancy occurring/existing in the Committee between the elections for any reasons whatsoever shall be filled by co-option by the Committee within two months of such occurrence.
R-4-6		The functions and powers of the Committee shall be with these presents:
	(a)	To make, alter and repeal Bye-laws, provided it is consistent with the Rules and Regulations of the Society. The modifications will be subject to confirmation at the General Body Meeting of the Society.
	(b)	To realize funds by way of subscriptions, donations, grants etc.
	(c)	To administer the funds of the Society.
	(d)	To incur expenditure for conducting the business of the Society.
	(e)	To acquire, sell, mortgage, change or otherwise dispose off or deal with all or any property of the Society for promoting the aims and objectives of the Society with prior permission of Charity Commissioner.
	(f)	To enroll members.
	(g)	To prepare annual statement of accounts and annual report on the working of the Society.
	(h)	To appoint Sub-Committee, etc. from amongst the Members of the Society for various activities.
	(i)	To take cognizance of any matter which may be brought to its notice affecting the Society or the conduct of any Member.
	(j)	To interpret these presents subject to the provisions of the Societies Registration Act of 1860.
	(k)	To appoint staff on salary or on contract.
	(l)	Generally to do such other things as are conducive to the achievements of aims and objectives of the Society.
	(m)	To raise loans / borrowings and secure grants, funds and endorsements and administer the same for the furtherance of the aims and objectives, mentioned above with prior permission of Charity Commissioner.
	(n)	To acquire property such as office premises, auditorium, etc.
	(o)	To co-operate with the existing Academies, Societies and Institutes having similar objectives for the furtherance of Environmental Analytical Chemistry and with such other associations when found.
	(p)	To affiliate itself to suitable international Unions for the promotion of common objectives and to provide adequate representation to this country in International Forum.
	(q)	To frame, construct, adopt, prepare, regulate or sanction rules, regulations, laws and Bye-Laws whereby the Society may think fit to guide itself or whereto the Society should

		conform or have recourse in carrying out of its objectives or otherwise, and from time to time vary, alter or confirm one or other of such rules, regulations, laws and Bye-Laws.
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R-4-7		The Committee shall have meetings at such times as are necessary to carry out the business of the Society.
R-4-8		The Members of the Committee or of duly appointed Sub-Committee shall not be held liable in respect of any act done in good faith.
R-5		OFFICE-BEARERS:
R-5-1		The Office-Bearers of the Society shall be a President, Vice-Presidents, one General secretary and one Treasurer, elected from amongst the eligible members of the Society. No office bearer shall hold the same office consecutively for more than one term. He may seek fresh election after expiry of one term.
R-5-2		The responsibilities of the Office-Bearers shall include the following in addition to those, which may be prescribed in the Bye-Laws from time to time.
	(a)	President:- (1)The President, when present, shall preside over all meetings of the Society and act as Chairman of the Executive Committee.(2) Obtain votes on the matters arising in the meetings and declare, thereupon, and in case of equality of votes on any issue, have a casting vote. (3) be empowered to authorize expenditure of an account not exceeding Rs.5000/- in any one case, for the objects of the Society, without prior sanction from the Committee.
	(b)	Vice-President:- In the absence of the President, one of the Vice-Presidents present shall assume the duties and powers of the President, and exercise such other duties as are delegated to him by the President.(One of the Vice-Presidents shall be resident at the headquarters).
	(c)	General Secretary:- The General Secretary shall (1) be in charge of correspondence and records of the Society, (2) convene all general meetings of the Society and the Committee with the previous concurrence of the President, (3) carry out such other work as may entrusted to him by the President, (4) may over and above sanction amounts, spend at a time a sum not exceeding Rs.2500/- on any matter for the objects of the Society without prior sanction of the Committee and (5) the General Secretary shall be ex-Officio Member of the Sub-Committees of the Society and be resident at the headquarters of the Society.
	(d)	Treasurer:- The Treasurer shall (1) be in charge of all the accounts of the Society (2) accept money and issue receipts on behalf of the Society and (3) prepare quarterly and annual financial statements and budgets for submission to the Committee. (4)He shall be a resident at and close to the headquarters of the Society.
	(e)	General rules for conduct of meeting: (1) In absence of both, the President and the Vice-President, any member of the committee may be appointed as the Chairman of the meeting.
	(f)	The minutes of each meeting of the Committee shall be presented in the very next meeting of the committee. Similarly the minutes of Ordinary, Extra-Ordinary, Requisitioned or general body Meeting for confirmation. Any error in the record of minutes may be corrected while confirming the same.
R-5-3		No Office-Bearer of the Society or Member of its Committee shall receive directly or indirectly any salary, or emoluments from the Society. They may, however, draw TA/DA for attending one meeting in a year on prior approval of the Committee.
R-6		ELECTIONS AND NOMINATIONS [First General election will be held in 2016]
R-6-1		The procedure to fill the elective posts of the Society shall be as follows:-
	(a)	The Committee shall appoint an Election Sub-Committee consisting of up to three non-contestant Members to conduct the election. These members shall be from the headquarters.
	(b)	The election Sub-Committee must announce to all classes of Members eligible for voting regarding the election, indicating the last dates for receiving nominations, withdrawal of nominations, if any, election date, etc. and the announcement of the results.
	(c)	Nominations may be made to the Election Sub-Committee over the signatures of at least two qualified voters.
	(d)	Election Sub-Committee, after scrutinizing the eligibility of the nominees, will mail to all eligible voters, ballots listing names of all candidates for the elective offices with appropriate instructions.

	(e)	The Sub-Committee shall, after the receipt of the ballots, have them checked and counted and make the results available to the Members at the next Annual General Meeting. Election shall be by simple majority. In case of a tie, the issue shall be settled by voting at the Annual General Meeting. Newly elected Executive Committee shall take charge at the end of the Annual General Meeting.
R-6-2		Any Member shall be eligible to contest elections for the Executive Committee of the Society except for the first elected Committee, provided, he has been a Member of the Society for a minimum period of two years.
R-7		MEETINGS:
R-7-1		The Society shall hold Annual General Meeting and other meetings at appropriate time and place as determined by the Committee, preferably at the time of the conference so as to have maximum participation. General meeting shall be called by a notice thereof, indicating the agenda, at least 15 days prior to the date of the meeting, or by circulars sent to the members individually by post or by hand or fixing on notice board. Non-receipt of the notice or circular by a member shall not vitiate the proceedings.
R-7-2		Meetings shall be conducted in accordance with these presents and normal parliamentary procedure shall be followed as far as possible.
R-8		ACCOUNTS:
R-8-1		The funds required for the fulfilling the objectives of the society shall be raised by means of sponsorship by government and non-government funding agencies, registration fee for participation, charging for putting up stalls for display of products by the manufacturers at the venue of conference, seminar/workshop and charging for advertisements in the proceeding volume/ souvenir. All funds and properties of the Society shall be managed by the Committee and the money shall be deposited in account with a scheduled Bank approved by the Committee.
R-8-2		Cheques shall normally be signed jointly by any two, out of the President, the Treasurer and the General Secretary and in absence of two of them, by any other Member authorized by the Committee.
R-8-3		Impress amount may be advanced to an individual for current disbursement as authorized by the President or his nominee with the concurrence of the Committee. A member of the Committee shall not act as an auditor.
R-8-4		Any Member of the Society with the permission of the President and by previous appointment with the Treasurer can inspect the accounts of the Society.
R-8-5		The property of the Society shall be insured against theft, fire, damage, etc.
R-8-6		The accounting year for the purpose of the Society shall be from April to March every year.
R-9		AMENDMENTS:
R-9-1		For the change in the Name of the Society, the Memorandum of the Society and in the rules and regulations, provisions of Sections 12 of Society's Registration Act, XXI of 1860 shall be applicable.
R-9-2		Amendments to the Rules and Regulations may be proposed by means of resolutions adopted by the Committee or by means of a petition signed by at least ten per cent of the qualified Members.
R-9-3		Procedures for adoption of amendments shall be by simple majority of those present at the Meeting convened for this purpose.
R-9-4		The date on which an amendment shall take effect shall be decided by the Committee but no amendment shall take effect earlier than 30 days after its adoption.
R-9-5		Copies of the amendments shall be made available to all Members of the Society.
R-10		DISSOLUTION OF THE SOCIETY
R-10-1		On request in writing by forty percent Members of the Society, the Committee shall convene the General Body Meeting. The dissolution can be ratified only by seventy-five percent majority of the total votes (direct or proxy). In dissolving the Society, provisions of the Sections 13 & 14 of the Societies Registration Act, XXI of 1860 shall be applicable.
R-11		GENERAL:
R-11-1		All the provisions of the Societies Registration Act, XXI of 1860 will apply to this Society.

		BYE-LAWS OF THE SOCIETY										
B-0		PURPOSE:										
B-0-1		The Bye-Laws provide authority and direction in achieving the objectives of the Society as set forth in the Memorandum of Society and the Rules and Regulations made there under to ensure continuity and efficiency in the administration of its affairs.										
B-0-2		These Bye-Laws shall be complementary to the Memorandum of Society and the Rules and Regulations shall be deemed ultravires where and to the extent they are inconsistent with the Rules and Regulations.										
B-1		ADMISSION, TRANSFER AND SERVICES:										
B-1-1		Application for admission to the Life-Membership (except for Honorary Member) of the Society shall be made to the General Secretary of the Society in the prescribed form and he shall put it to the Committee for its consideration. The Committee shall have the discretion to accept or reject an application without assigning any reason.										
B-1-2		For admission to the class of Honorary Member, proposals in writing shall be submitted by the past or present President or the Vice-President to the Society or the Vice-Chairman of its Chapter. The proposal shall contain sufficient information to indicate that the qualifications required for this class of Membership are met.										
B-1-2-1		On acceptance of the proposal by the Committee, the General Secretary shall seek the consent of the person before inviting him to join the Society.										
B-1-2-2		The conferment of Honorary Membership shall be done normally during the Annual General Meeting.										
B-1-3		Notice of admission to Membership shall be sent to the Member of the particular class together with copies of the Memorandum of Society, the Rules and Regulations and the Bye-Laws of the Society which he shall have deemed to have agreed.										
B-1-4		The name of any Member whose conduct has been found to be against the interest of the Society shall be removed from the roll only after a resolution to this effect has been passed by at least 2/3 majority of the Members present at the General Body Meeting convened for this purpose at least 30 days after the date on which proposal to remove is served upon the member concerned, giving him an opportunity to show cause against the proposal.										
B-1-5		A Life-Member of the Society ceases to be a Member (a) on death, and (b) on resignation under his signature and acceptance of the same by the committee.										
B-1-6		Readmission of a member who ceased to be a member on what ever grounds may be readmitted on submission of fresh application and approval of the committee where necessary and admission fee shall be levied.										
B-2		MEMBERSHIP FEES:										
B-2-1		The subscription and the admission fee shall be as follows:										
		<table><tr><td>Class</td><td>Fees</td></tr><tr><td>(a) Life-Member</td><td>Rs.1000/-</td></tr><tr><td>(b) Corporate Member (for ten years)</td><td></td></tr><tr><td> • for Overseas companies or their local agents)</td><td>US\$ =100/-</td></tr><tr><td> • for Indian companies</td><td>Rs.10,000/-</td></tr></table>	Class	Fees	(a) Life-Member	Rs.1000/-	(b) Corporate Member (for ten years)		• for Overseas companies or their local agents)	US\$ =100/-	• for Indian companies	Rs.10,000/-
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• for Indian companies	Rs.10,000/-											
B-2-2		The last known address of a Member shall be considered as valid mailing address for correspondence by the Society.										
B-3		EXPENDITURE:										
B-3-1		General Secretary shall have the power to incur day-to-day expenditure up to an amount, fixed by the Committee on each item subject to availability of funds in the relevant head in the budget.										
B-4		MEETINGS:										
B-4-1		Annual General Meetings, Special General Meetings, Committee Meetings, Meetings of the Sub-Committees and Panels and Technical Meetings shall be considered as the Meetings of the Society. These shall be convened as indicated below:										
	(a)	Annual General Meetings shall ordinarily be held within six months of the close of the financial year.										
	(b)	Special General Meetings of the Association may be called by the committee or by requisition of 50 members or ¼ of the Members whichever is less.										
	(c)	Committee Meetings shall be held as often as required.										

B-4-2		At least two weeks notice for all General Meetings, and one week for all Committee Meetings shall be given to the Members. The notice shall specify the date, time and place of the meeting.
B-4-3		At all the Meetings of the Society, the President or in his absence, one of the Vice-Presidents shall take the Chair except the meetings of the Sub-Committee and Panels. In the absence of both the President and the Vice-Presidents, a chairman for the Meeting shall be elected from amongst the Members present.
B-4-4		Twenty-five per cent of the Members of the Society in good standing or 25 Members in good standing, whichever is less shall form a quorum for Annual General Meeting and for Special General Meeting. For Meeting of the Committee, quorum shall consist of 1/3 of the Committee Members.
B-4-5		If the business of Annual General or Special General Meeting cannot be transacted for want of quorum, the Meeting shall be adjourned for half-an-hour and will be reconvened. For this adjourned meeting, no quorum shall be necessary and the scheduled business only will be transacted.
B-4-6		Results of motions shall be determined by simple majority vote unless otherwise specified in the Constitution and Rules and Regulations, with the President abstaining, except to break a tie, if he so desires.
B-4-7		At the Annual General Meeting, the following business shall be transacted:
	(a)	To approve the minutes of the previous meeting and to receive a report on the actions taken on the resolutions previously adopted.
	(b)	To receive, consider and approve the Committee's report on working of the Society and the audited statement of accounts for the previous year, copies of which shall have been dispatched to the Members at least two weeks before the date of the Meeting.
	(c)	To announce the Office-Bearers of the Society for the following term and record their names.
	(d)	To appoint auditors
	(e)	To consider the resolutions or proposals for which due notice has been given.
	(f)	To consider any other matter with the permission of the Chair.
B-5		SOCIETY REPRESENTATIVE:
B-5-1		The Committee shall have the authority to nominate representative of the Society to serve on Committees of other bodies and to brief them. The representative shall report to the Committee the business transacted during the meeting.
B-6		COMMON SEAL:
B-6-1		The Executive Committee 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 Executive Committee previously given. Every instrument to which this seal is affixed shall be signed by the President (and in his absence by the Vice-President at headquarters) and every such instrument shall also be signed by the General Secretary or some other person authorized by the Executive Committee.
		The above is the certified true copy.
S.No		Name Signature
1		Dr. T. Mukherjee
2		Dr. A.V.R.Reddy
3		Dr. R.K. Singhal
4		Smt. M.K.T. Bassan
5		Dr D. N. Sharma
6		Shri V.D.Puranik
7		Dr Rakesh Verma
8		Dr. (Smt.) Usha N.
9		Dr Manoj Srivastava
10		Dr.P.Venubabu

11		Dr. R. Acharya
12		Shri Hirakendu Basu