



**Reg. No. : MAH/929/2001/PUNE**

**Public Trust Reg. No. :**

**MEMPRANDUM OF ASSOCIATION AND  
RULES**

**HEAD OFFICE**

**A 202, Polymers and Advanced Materials Laboratory**

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## **MEMORANDUM OF ASSOCIATION**

### **1. Name**

The name of the Society shall be “The Society for Polymer Science, India”.

### **2. Jurisdiction**

The membership activities and scope shall extend to any part of India as provided herein after and the Society Headquarter shall be situated at Pune, Maharashtra.

### **3. Aims and Objectives**

The main aim and objective for which the Society for Polymer Science, India is hereby constituted is to promote the general advancement of Science and Technology of Polymers in the country and to provide a forum for exchange of information amongst the members and persons attached to the Society. It shall be an educational, scientific, non-political and non-profit making organization catering to the needs of its members from various disciplines of science, engineering and technology. In furthering the aims and objectives the society shall

- i) encourage and promote the pursuit of excellence in the field of polymer science, engineering and technology.
- ii) promote and advance the interactions of polymer scientists, engineers and technologists in the R & D laboratories, universities and industries.
- iii) organize meetings, seminars, lectures, conferences and workshops on scientific and technological problems in Polymer Science.
- iv) publish such proceedings, journals, monographs and other literature as may be desirable.
- v) secure and manage funds, endowments and property for the promotion of polymer science through periodic and non-periodic subscriptions, donations, grants and through other legal means.
- vi) promote scientific and technological research in polymers relevant to the needs of the country.

- vii) co-operate and maintain a liaison with other organizations and learned bodies in India abroad having similar objectives.
- viii) assist universities and other teaching and research institutions in planning education and research in polymers and ensuring the appropriate standard thereof.
- ix) institute awards, studentship, scholarship and other benefaction to qualified persons.
- x) create an impact of the Society all over the country by opening chapters in various cities of the country where reasonable number of scientists/technologists are interested.
- xi) undertake and execute all other acts that are incidental and conducive to the attainment of any one or more of the above mentioned objectives.

4. All the incomes, earnings, movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever by virtue of this membership.

## **RULES AND REGULATIONS**

### **1. Interpretation**

In these Rules and Regulations, unless the context otherwise requires, expressions shall have the same meaning as in the Memorandum of Association, word importing the singular number shall include the plural number and vice-versa, words importing the masculine gender shall include the feminine gender and vice versa and words importing individual persons or persons shall include body or bodies corporate. Furthermore,

- i) "Society" means the "The Society for Polymer Science, India".
- ii) "Rules and Regulations" means the "Rules and Regulations of the Society" as amended from time to time in accordance with the legal provisions in this regard and in force for the time being.
- iii) "Committee" means the "Executive Committee" constituted as provided by the "Rules and Regulations".
- iv) "President" means the "President of the Society".
- v) The "Honorary Secretary" means the "Honorary Secretary of the Society".
- vi) "Members" means (a) persons admitted as Member, Student Members and Honorary Fellows (b) persons, commercial organizations, industries and institutions admitted as Donor Members, Corporate Members, and Benefactors.
- vii) Members "in good standing" means members whose subscription and other dues, as payable, are not in arrears for more than three months as provided under these Rules and Regulations and does not include Honorary Fellows.
- viii) "Office" means Registered office of the society i.e. National Chemical Laboratory, Pune - 411 008, India.
- ix) "Annual Subscription" means for one year (which shall be from 1<sup>st</sup> January to 31<sup>st</sup> December) due on the first day of January each year.
- x) "The Roll" means the register of the members of the Society.

## **2. Types of Membership**

The Society shall consist of Members, Student Members, Donors, Corporate Members, Honorary Fellows and Benefactors.

**2.1 Member:** Any persons engaged in the teaching, research and development of polymers in any branch of science, technology or engineering, or any person interested in promoting the cause of Polymer Science/technology shall be admitted as a Member on payment of an annual subscription as fixed by the committee from time to time and concurred by the General Body. A Member shall be enlisted as a Life Member on payment of a sum equivalent to ten annual subscriptions payable in one lump sum or a maximum of three installments within the period of nine months

in one financial year, the Life Membership commencing on payment of the entire dues.

**2.2 Student Member:** Students of educational institutes (who are not in full time employment) shall be enrolled as Student Members on payment of an annual subscription, to be fixed by the Committee, with the concurrence of the General Body. Student Members shall enjoy all rights and privileges as the Members but shall not be eligible to contest for any office or to participate in the elections.

**2.3 Donors:** Any person/institution/industry who donates the amount fixed by the Committee, with the concurrence by the General Body, shall be termed as Donor. Donors will enjoy all the rights and privileges as the Fellows and can officially nominate a person on behalf of himself/institution /industry.

**2.4 Corporate Members:** Industries/Institutions and Universities in the corporate (public or private) sector, whose aims and objectives are in consonance with those of the Society and whose association may be beneficial and helpful in furthering the objectives of the Society, shall be admitted as Corporate Members on payment of the fee fixed from time to time by the Committee and concurred by the General Body. The Corporate Member shall officially nominate one person, who, on behalf of the industry/R&D laboratories/institution/university, shall be entitled to all privileges of a Corporate Member and to whom all correspondence shall be addressed on behalf of that particular industry/institution/university.

**2.5 Honorary Fellows:** Persons with outstanding contributions in the field of Polymer Science, in India and abroad, and interested in the activities of the Society, as recommended by the Executive Committee shall be admitted as Honorary Fellows.

**2.6 Benefactors:** Persons contributing an amount fixed by the Committee and concurred by the General Body to the funds of the Society shall be termed Benefactors. They shall enjoy all the rights and privileges of Members and can officially nominate a person on behalf of himself/Institution/Industry.

### **3. Admission of Members**

The membership shall be open to graduates in any branch of science, engineering and technology including medicine and agriculture from nay-recognized university/institution. No specific educational qualifications shall apply to Donors and Corporate members. Any member “in good standing” other than Student Members may propose persons with outstanding contribution in the field of Polymer Science/Engineering Technology interested in the activities of the Society for admission as Honorary Fellow. The proposal shall be in writing and it shall be sent to the Honorary Secretary not later than 15<sup>th</sup> day of June. The Executive Committee shall select not more than two persons from the list of proposals for admission as Honorary Fellow of the Society in that year. This name shall be communicated to all members for information. The number of Honorary Fellow at any time should not exceed twenty.

### **4. Rules of Membership and Payment of Fees**

- 4.1** An application in the prescribed form shall be addressed to the Honorary Secretary of the Society along with the necessary subscription/donation, vide Rule 2.
- 4.2** The annual subscription shall be payable on 1<sup>st</sup> of January each year for the period ending on the 21<sup>st</sup> of December of the same year.
- 4.3** Non-payment of subscription, within three months of the due date, shall deprive the Member of his voting rights and non-payment within nine months of the due date shall invalidate the membership. The membership shall be restored on full payment of the subscription and admission fee.

### **5. Cessation of Membership**

Cessation of all types of membership shall result,

- i) by resignation in writing to the Secretary of the Society.
- ii) on having been adjudged guilty, by a competent authority, due to which continuance as a Member of the Society is not desirable and,

iii) on becoming a defaulter under Rules 4.3.

## **6. Suspension of Membership**

**6.1** A member shall be liable to be suspended or permanently expelled from the Society, A for valid reasons by a decision of the Committee. The Committee shall record the grounds on which a Member shall be suspended or expelled and shall inform the Member accordingly. The Member concerned shall be given opportunity to be heard by the Committee in defense of the charges. The Member shall also have the right to appear to the General Body within 15 days of the receipt of the suspension/expulsion order. The appeal shall be addressed to the President of the Committee. On receipt of such an appeal, the Committee shall convene an Extra-Ordinary General Body Meeting within a period of 30 days from the date of the appeal.

**6.2** The period of suspension shall not exceed three months and during this period, the person so suspended shall have no rights and privileges conferred on the Members.

## **7. Donations/Subscriptions**

The Committee may enhance, reduce or completely eliminate at any time, the subscription, provided that no such change shall be affected more than once within a period of twelve months. The approval of the General Body either at a meeting or by ballot shall be necessary for making these changes.

## **8. Rights and Privileges of Members**

The Members shall be entitled to the following rights and privileges,

**8.1** Every member in good standing (a Member, a Donor or a Corporate Member) shall have the right to vote at the meetings of the General Body. The vote shall be non-transferable except in the case of Institutional Donor/Corporate Member who shall be entitled to vote by proxy through their authorized nominee.

- 8.2** The nominee of a Donor/Corporate Member nominated as per rules shall not be eligible to contest the election to the Committee unless he is a Member in his own right.
- 8.3** Any Member, who shall be holding a remunerative post in the Society, shall for the tenure of such a post, forfeit his right to vote or to contest for any electoral office.
- 8.4** Honorary Fellows shall have such privileges as the Committee may from time to time prescribe, but shall not be entitled to vote at any meeting.
- 8.5** A student Member shall be entitled to attend the Meetings of the Society and to such other privileges as the Committee from time to time grant.
- 8.6** A student Member shall not be entitled to vote at any Meeting nor to contest election.
- 8.7** The members can purchase, at a reduced price, the copies of the proceedings and monographs of the Society and such other publications as the Society may decide from time to time.
- 8.8** The Member can fill any office of the Society on being duly elected.

## **9. Administration and Office Bearers**

The Society shall be managed by

- 9.1** A General Body of all the Members with voting rights under Rule 8.
- 9.2** An Executive Committee which will be the legal representative of the Society and shall consist of President, two Vice Presidents, one immediate past President, one Honorary Secretary, one Treasurer and not more than six elected Members, such that the total strength does not exceed twelve. The Committee shall act as Trustees for the movable and immovable properties of the Society till such time as provision for separate Trustees is made by a Trust Deed, duly framed by the committee.



## 10. Election of the Office-Bearers

- i) The election of the office-bearers and other Members of the Executive Committee shall take place every two years by a ballot of all the Members with voting rights and the results shall be declared at the Annual General Body Meeting of the Society. Postal ballot shall also be considered.
- ii) Apart from the President and Vice-Presidents, who shall compulsorily retire every three years (but are eligible for re-election) only three of the other Members of the Committee (who are also eligible for election) shall retire every three years by rotation. Retirement through rotation shall be voluntary or through a procedure to be settled by the Committee and such vacant posts shall be filled only by election at the General Body Meeting.
- iii) (a) The committee shall issue a circular, in the month of February of the year, in which elections are due, to all Members, inviting nominations for the posts of President, Vice President(s), Secretaries, Treasurer and for other vacancies among the ordinary Members of the Committee. Such nominations, duly proposed and seconded by Members with voting rights, shall be accompanied by the consent of the proposed nominee.  
  
(b) The list of names recommended for election for the ensuing year shall be sent by the post as a ballot paper to all the members of the society, who have voting rights, at least the month before the date of AGM of the Society. The ballot paper shall have blank column for such alterations as any member wish to make. The ballot papers shall be returned to the Head Office of the Society at least two weeks prior to the fixed for the Annual General Body Meeting.  
  
(c) The President shall appoint two scrutinizers who shall examine and count the votes recorded and report to the President the names of those having a majority of votes. The President shall announce the names and declare such candidates as elected.

(d) If there be equal number of votes for any two or more candidates the President shall decide by lot which candidate shall have preference.

(e) The results of the election shall be declared at the AGM of the Society and the New Executive Committee shall assume office after the conclusion of AGM.

## **11. Election of the Office-Bearers**

- i) The Executive Committee shall consist of not more than twelve persons including the President, two Vice-Presidents, one Secretary and one Treasurer. Of the office bearers, at least one Vice-President, one Hon. Secretary and the Treasurer shall be from the Headquarters. Of the six ordinary Members of the Executive Committee at least two shall be from Headquarters.
- ii) The Committee shall take all actions.
  - (a) Pursuant to the aims and objectives of the Society consist with the Rules.
  - (b) To safeguard the property as also be financial and legal position of the Society and
  - (c) To ensure smooth functioning of the Society.
- iii) The quorum for any Meeting shall be five of which at least two shall be ordinary Members of the Committee. If the quorum is not complete within fifteen minutes of the specified time, the Meeting shall stand adjourned and the same be reconvened on the same day, at the same place after 30 minutes of the time originally fixed for the Meeting. The business on the original agenda only shall be transacted at such an adjourned Meeting, irrespective of the quorum.

## **12. Duties and Responsibilities of the Office Bearers**

### **12.1 President**

- i) To preside at the meetings of the Society and of the Committee and to regulate the proceedings at such meetings.

- ii) To ensure that due effect is given to the Rules and Regulations made by the Committee.
- iii) To be ex-officio member of all the committees of the Society.
- iv) In case of doubt as to the interpretation of the Rules and Regulations he/she will decide on the interpretation. In such case the President's interpretation shall hold until the next general body meeting of the Society when the interpretation of the Rule will be discussed to be finally determined.
- v) In the event of the President being unable to perform the duties of his office due to death, resignation or any other cause or in the case of his prolonged absence from India for any reason, one of the Vice President, shall assume the duties of the President.
- vi) In case of an emergent situation requiring urgent action on matters pertaining to the functions of the society, the President may take such decisions as he/she thinks fit on behalf of the Society and report the same at the next meeting of the Society for its approval.

## **12.2 Vice Presidents**

- i) To perform the duties as may be defined by the President from time to time.
- ii) To preside over the Meetings of the Committee and Society and exercise the powers of the President, in the absence of the President.

## **12.3 Honorary Secretary**

- i) The Secretary shall be the chief executive of the Society and shall be guided by the Rules and the decisions of the Committee and in the absence of a decision shall abide by the ruling of the President.
- ii) The duties of the Secretary shall be

- a) to deal with the correspondence of the Society and Committee and to sign all letters and papers as required.
- b) to attend the Meetings of the Society and Committee, to take minutes of the proceedings and at the commencement of each Meeting to read out the minutes of the previous Meeting.
- c) to prepare the Annual Report of the Society for submission to the Committee and the General Body.
- d) to ensure that all letters, papers and documents of every kind are properly filed and preserved,
- e) to be an ex-officio Member of the Committee, appointed by the Executive Committee and,
- f) to operate jointly with the Treasurer, the Bank Account of the Society, as well as to endorse and operate jointly with the Treasurer all negotiable instruments, government securities, etc.

**12.4 The duties of the Treasurer shall be;**

- a) to receive, collect and disburse any money due to or payable by the Society and to sanction receipts and obtain vouchers respectively.
- b) to arrange and maintain proper accounts of all receipts and payments.
- c) to collect subscription fees and other dues as also to prepare a list of the Members who may be in arrears.
- d) to operate an impress account for an amount as may be determined by the Committee from time to time.
- e) to operate jointly with at least one of the two Secretaries, the Bank Accounts of the Society, as well as to endorse and operate jointly with at least one of the two Secretaries all negotiable acts, government securities, etc. and

- f) to prepare the Annual Statement of Income and Expenditure, after having the same duly audited by the auditor appointed by the General Body.

### **13. Meeting of the Society**

The General Body consisting of the enrolled Members with voting shall be the supreme body of the Society on all matters and the General Body Meetings of the Society shall be Annual, Ordinary or Extra-Ordinary in nature.

**13.1** The 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 the hour, date, venue and also the business to be transacted shall be given to the Members of the Society, not less than fifteen days before the date of the Meeting. Ten Fellows or one-fourth of the total number of Members whichever is less, shall constitute quorum. If the quorum is not complete within fifteen minutes of the specified time, the Meeting shall stand adjourned and the same be reconvened on the same day at the same place after thirty minutes of the time originally fixed for the Meeting. The business on the original agenda only shall be transacted at such an adjourned Meeting irrespective of the quorum.
- ii) The President or in his absence any one of the Vice Presidents shall be the Chairman of the Meeting. In the absence of the President and Vice President any of the Fellows present may be voted to take the Chair for that Meeting.
- iii) Members who are not eligible to vote shall not be permitted to attend the business session.
- iv) Student members, visitors and guests can be present during the academic sessions when papers and research reports are presented.
- v) For any motion regarding the immediate transaction of an urgent business, written notice of at least seven days, prior to the Meeting.

- vi) The 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.

#### **14. Funds**

- 14.1** The General Fund shall consist of all earnings made by way of Membership fees paid by all types of Members other than Life Members, Donors and Corporate Members as also all money raised by legal means, such as Orientation Courses, Workshop, etc.
- 14.2** The Reserve Fund shall consist of all specified and long term specified donations and lump sum payments made by Life Members, Donors and Corporate Members.

#### **15. Accounts**

- i) The accounts and vouchers of the receipts and payments of the Society shall be subjected to the annual audit by a Chartered Accountant.
- ii) All sums received from Life Members, Donors and Corporate members, shall be invested by the Treasurer, as soon as possible, and only the interest accruing therefrom shall be available for the general expenditure of the Society.
- iii) The Society shall have Bank Accounts in any of the Nationalized, co-operative and scheduled banks, as decided by the Committee, and the accounts shall be operated jointly by any two office bearers amongst the President, the Treasurer and the Secretary. The fixed deposit receipts etc. should be physically verified every six months by the operators of the account.

## **16. Alteration/Allotment of Rules**

The introduction of any new Rules or the alteration or repeal of any existing Rules, can be recommended by the Committee, or proposed by twenty or more Members. Whenever any such recommendation is received from the Members, the same shall be considered by the Committee at its Meeting, within six weeks of the receipt of the recommendations. At this Meeting, the sponsors should also be invited, but the matter shall be considered at that Meeting, irrespective of the number of sponsors being present. The final draft, as prepared by the Committee, shall be communicated to every Member entitled to vote, together with a note indicating the reasons for the proposed changes. The notice of the Extraordinary or General Body Meeting, as directed in Rule 13.1 shall also be sent along with this communication. No changes in the Rules shall be valid, unless a majority of three-fourths of the Members, attending and voting, at the Extraordinary General Body Meeting called for the purpose or at the General Body meeting, have voted in favour of the proposed changes. The date from which the changes come into effect shall be as decided at the Extraordinary or General Body Meeting.

## **17. Dissolution**

- i) The Society may be dissolved, if so decided in accordance with the provisions of the Society Registration Act, 1860.
- ii) In the 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 thereunder shall apply.

## **GUIDELINES : TO ALL CHAPTER SECRETARIES**

1. A Chapter Committee comprising of a President, Secretary, Treasurer and two members will be constituted by each Chapter in the General Body Meeting of the Chapter. The term of office of the office bearers will be two years.
2. A Chapter will come into being upon enrollment of at least fifty members of which at least twenty five will be life members.
3. All meetings of the Chapter will be duly minuted and a copy of the minutes along with the list of attendees forwarded to Secretary, Society for Polymer Science, Division of Polymer Chemistry, National Chemical Laboratory, Pune - 411008.
4. Each Chapter will open an account in any nationalized bank under the name "The Society for Polymer Science, Chapter". The account should be operated by two office bearers of the Chapter of which one will be the Treasurer.
5. An authority letter for opening the bank account will be issued by the President. The Society for Polymer Science, as soon as the names of the office bearers, minutes of the first meeting of the Chapter and the list of first fifty five members of the Chapter are communicated to the Honorary Secretary.
6. Fee from all the members of the chapter will be deposited in the account of the Society.
7. A sum of money equivalent to 50% of the funds collected as (i) fees from life members, benefactors, corporate members and (ii) by other legal means i.e. donations, orientation courses, workshops etc. will be remitted to Head Quarters at the end of the accounting year, i.e. by 31<sup>st</sup> December every year. The balance 50% should be suitably invested by the chapter in accordance with prescribed guideline in Section 15 (ii) of the Modified Rules 1995.



8. All enrolled members should fill up the membership application form in duplicate, legibly, and one copy of the form, countersigned by Secretary and Treasurer, indicating the receipt number, should be forwarded to Secretary as and when new membership is enrolled.
9. A statement of account (including receipt, expenditure, amount invested, interest accrued etc.) duly certified by the Secretary and Treasurer along with a brief progress report on the activities of the chapter before 31<sup>st</sup> December of every year should be forwarded to the Honorary Secretary.
10. The Letterhead of the Society, receipt book will be printed by Headquarter and sent to all Chapter Secretaries as and when demanded.

These guidelines have been issued with the approval of President, The Society for Polymer Science and will come into force with immediate effect.

(S. Sivaram)  
Honorary Secretary,  
The Society for Polymer Science, India

## **Membership Fee**

<b>Corporate /Benefactor</b>	<b>Rs. 10,000/-</b>
<b>Life Member</b>	<b>Rs. 2,100/-</b>
<b>Member</b>	<b>Rs. 500/- per year</b>
<b>Student Member</b>	<b>Rs. 350/- per year</b>

An entrance fee of Rs. 50.00 will be charged for all categories except student member to defray the administrative costs.