

# **INDIAN SOCIETY FOR RADIATION PHYSICS**

(REGD. NO. BOM/83/1992/GBBSD, F-15216)

## ***RULES AND REGULATIONS***

***REGD. OFFICE***

**HEALTH, SAFETY AND ENVIRONMENT GROUP**

**BHABHA ATOMIC RESEARCH CENTRE, TROMBAY**

**MUMBAI-400085**

# **RULES & REGULATIONS OF INDIAN SOCIETY FOR RADIATION PHYSICS**

## **1. *Definitions***

For the purpose of interpretation, the following words and expressions shall have the meaning hereinafter stated unless it shall be inconsistent with the relevant context:

- a) Radiation Physics means the subject of Radiation Physics and other related fields of study
- b) Society means Indian Society for Radiation Physics
- c) Member means a member with voting right unless specified otherwise
- d) Chapter means duly constituted chapter of the Society
- e) Committee means executive committee.

## **2. *Aims and objectives***

The aims and objectives of the Society will be as stated in the memorandum of the Society.

## **3. *Area of Operation***

All over India. When there are more than 20 members in a city or town of India and a request is made by them to establish a local branch in their city or town, the Executive Committee may accord sanction for the establishment of such a branch in terms of a standard charter of agreement approved by the General Body. In case the twenty persons are not life members of the Society, it is imperative for the local branch to maintain a minimum of 20 persons in their rolls every year as otherwise the sanction will automatically cease to be operative.

The standard charter, inter alia, shall ensure that the local branches function as per the rules and regulations of the Society and that all members of the Society from a city or town are members of the respective local branch.

Each branch shall be managed by a Branch Committee constituted on the pattern of the Executive Committee of the Society. Only eligible members of the Society shall hold office in such a Branch Committee.

After sanction is accorded by the Executive Committee of the Society the Branch Committee shall maintain liaisons with the Executive Committee through the Secretary of the Society.

## **4. *Accounting Year:* 1<sup>st</sup> April to 31<sup>st</sup> March.**

## **5. *Membership and enrolment of members***

The Society will have the following categories of membership. Member, Life Member, Student Member, Associate Member and Institutional Member.

All applications for membership of the Society shall be scrutinized by the Executive Committee of the Society to ensure that the conditions stipulated by the Rules and Regulations of the Society are fulfilled. The Executive Committee shall have the power to refuse membership to any individual or institution without assigning reason therefore.

Any person or institution desirous of becoming a member during any part of a year shall pay the subscription for the full year. Any subscription thus paid will entitle the person or the institution to continue membership only until March 31 of that year. The subsequent continuance of his or its membership shall be governed by the normal rules of membership then in force.

## **6. *Categories of membership***

The Society will have the following categories of membership: Member, Life Member, Student Member, Associate Member and Institutional Member. Following shall be the eligibility, admission fee and subscription for different categories of membership:

### **a) *Member***

Any person engaged in research in Radiation Physics or teaching Radiation Physics at University or College level is eligible for the membership. Persons belonging to firms dealing with items related to R&D in Radiation Physics as well as persons in all walks of life whose interest for the cause of promotion of Radiation Physics is readily apparent will also be eligible to apply for the membership; however, in all these cases the persons should have at least a degree or diploma from well recognized University Board. The admission fee shall be Rs.50/- and the annual subscription shall be Rs.100/-

### **b) *Life Member***

Any person who is eligible for the membership may choose to apply for Life Membership. The fee for Life Membership shall be Rs. 1000 plus Rs.100 (Admission Fee)

### **c) *Student Member***

A bonafide post-graduate student studying in a field associated with Radiation Physics is eligible for Student Membership. Persons having a Masters degree are not eligible to be student members. Admission fee and annual subscription for student members shall be Rs.50/-.

### **d) *Associate Member***

Any person interested in Radiation Physics but does not qualify for Membership as mentioned in a), b) and c) is eligible to be an associate member of the Society. Admission fee and annual subscription for Associate Membership shall be Rs.50/- and Rs.100/- respectively.

**e) *Institutional Member***

An Institute or a recognized body, a department of Central or State Government, a registered commercial or industrial undertaking associated with or interested in Radiation Physics is eligible to apply for the Institutional Membership of the Society. The annual subscription for the Institutional Member shall be Rs. 500/-.

All the above categories of members have the same rights and privileges except that members of category c), d) and e) do not have the right to vote or to hold an elective office.

Notwithstanding the above, the amounts of subscription, the duties and privileges of all categories of members may be redefined and creation of other categories of membership may be considered by the General Body from time to time.

**7. *Forfeiture of membership***

A member who is in arrears of subscription to the Society shall forfeit all right and privileges applying to his or its class of membership so long as the dues to the Society are not paid in full, according to the rules and regulations of the Society.

The Executive Committee has the right to revoke the membership of any member who violates the rules and regulations and jeopardizes the objectives of the Society. Such revocation shall, however, be subject to endorsement by the General Body.

**8. *General Body- Its powers & duties***

The General Body shall consist of all members of the Society with voting rights. Each member of the General Body shall have only one vote.

The General Body shall meet at least once a year, preferably within three months of the close of the financial year to transact the following business:

- a) examine and adopt reports and recommendations of the Executive Committee.
- b) examine and adopt the audited accounts
- c) elect members of the Executive Committee
- d) fill any unexpired terms as provided in Article IV, para 3
- e) appoint an external auditor and
- f) perform any other functions that may be required by the Constitution

**9. *Convening the General Body meeting and its quorum***

The President, or in his absence, the Vice-President of the Society shall preside over all meeting of the General Body and it shall be the duty of the Secretary to circulate an agenda

which covers all business that is sought to be brought before the General Body at least one calendar month prior to the convening of the General Body meeting. The agenda shall be circulated to all members of the General Body.

The quorum for General Body meeting shall be one-third of the total number of members or 50 whichever is less. If there is no quorum, the meeting shall be adjourned and at the adjourned meeting the business of the original meeting shall be conducted and no quorum will be necessary.

#### ***10. Special General Body meeting and its functions***

A special General Body meeting may be summoned on request from a majority of the Executive Committee or on requisition from one-fifth of the total members on the roll or 25 members whichever is less. The Secretary shall circulate to all the members information regarding the impending Special General Body meeting and its agenda at least fifteen days in advance of the proposed date for such a meeting. The scope of the Special General Body meeting, convened as above, shall be restricted to the specified purpose and all other rules shall apply as in the case of the Annual General Body Meeting.]

#### ***11. Executive Committee of the Society and its constitution***

The affairs of the Society shall be managed by the Executive Committee consisting of the President, Vice-President, Secretary, Jt. Secretary, Treasurer and ten other members, all elected individually by the General Body.

#### ***12. Term of office of the Executive Committee and its election***

The term of office of the Executive Committee shall be two years. All members of the executive committee will be elected individually by the General Body.

If any vacancy occurs in the Executive Committee, the Committee can co-opt a member of the Society to fill the unexpired term or until such time when the seat is filled by the General Body.

#### ***13. Office bearers of the Executive Committee and their responsibilities***

The Executive Committee shall consist of President, Vice President, Secretary, Jt. Secretary, Treasurer and ten other members, all elected individually by the General Body.

The responsibilities of the office-bearers shall include the followings:

##### ***a) President***

The President shall preside at all meetings of the Society and shall be the Chairman of the Executive Committee. Whenever necessary the President may delegate his powers to the Vice-President or Secretary.

**b) Vice-President**

The Vice-President shall assist the President in all matters and in the absence of the President he shall perform the duties of the President.

**c) Secretary**

The Secretary shall, (i) be in charge of correspondence and records of the Society, (ii) convene all General Body meetings of the Society and the Executive Committee with prior concurrence of the President, and (iii) execute the programme of action decided by the Executive Committee with the assistance of the Committee. He shall be an ex-officio member of all the sub-committees constituted by the Executive Committee.

**d) Joint Secretary**

The joint Secretary shall assist the Secretary in all matters and in the absence of the Secretary shall perform the duties of the Secretary.

**e) Treasurer**

The Treasurer shall, (i) keep all accounts of the Society, (ii) accept money and issue receipts on behalf of the Society, and (iii) prepare annual financial statements and budgets for the consideration by the Executive Committee.

An office bearer or any other member of the Society shall not receive, directly or indirectly any salary, compensations or emoluments from the Society unless authorised by the General Body.

Minutes of deliberations of the General Body and the Executive Committee shall be maintained by the Secretary.

**14. Executive Committee meeting and requisitioned meeting**

The meetings of the Executive Committee shall be presided over by the President or in his absence by the Vice-President. In case of absence of both, the members present shall choose a chair-person from amongst themselves to conduct the meeting.

The decisions of the Executive Committee shall be taken on the basis of majority votes of those present and voting at the meeting. In case of tie, the President/Chairperson shall have the right of a casting vote in addition to his/her personal vote.

**15. Convening of Executive Meeting and its quorum**

The Secretary shall ordinarily give two weeks notice to the members of Executive

Committee for convening a meeting and such notices shall contain a statement of business to be transacted at the meeting. The quorum for Executive Committee meeting shall be five.

#### ***16. Election of Executive Committee***

All members of the Executive Committee will be elected individually by the General Body.

#### ***17. Filling the vacancy in the Executive Committee***

If any vacancy occurs in the Executive Committee, the Committee can co-opt a member of the Society to fill the unexpired term until such time when the seat is filled by the General Body.

#### ***18. Powers and functions of the executive Committee***

The powers and functions of the Executive Committee shall be as follows:

- a) To formulate a set of rules for the Society; all such rules be consistent with the directives of General Body.
- b) To administer the funds of the Society.
- c) To admit members after scrutinizing their applications.
- d) To undertake activities which are conducive to the achievement of the aims and objectives of the Society.

#### ***19. Funds of the Society, its control and utilization***

The Executive Committee through its Treasurer shall maintain two types of funds: (1) The Trust Fund, and (2) The General Fund. The Trust Fund shall consist of

- (a) Life Membership fees of the Society both individual and institutional including its branches all over India as well as any other sum/donations deposited into it from time to time, except those made for specific activities of the Society.
- (b) Entrance fee of members of all classes, and
- (c) Five percent of the final balance of each year.

The General Fund of the Society shall consist of (a) the balance in the General Fund from the previous years, (b) the subscriptions of members received on an annual basis, (c) all donations, grants, etc, received for specific activities of the Society, (d) the allocations made out of the Trust Fund, and (e) any earnings made by the Society through the organization of exhibitions, conferences, publications and any legally permitted activity. The Executive Committee shall control the General Fund of the Society as herein defined.

## **20. *Allocation of funds***

During each financial year, the Executive Committee of the Society shall allocate towards expenditure by the Executive Committee as well as the branches all over India, the income arising out of the investment or the application of the Trust Fund.

## **21. *Grants and financial support***

Financial support to the Society in the form of contributions other than those accruing from membership subscription, may be obtained from grants, donations or gifts to the Society which are duly approved by the Executive Committee. Additional sources of revenue may include funds accruing from publications, seminars, meetings or other activities. No grants, donations or gifts may be accepted by the society if they prejudice or compromise the objective and purpose of the Society.

The Branch Committee shall deposit in the Fund of the Society (a) the entrance fees of all members, (b) the lumpsum subscriptions paid by the members on a non-recurring basis, (c) any donations, grants etc, except those made for specified activities of the branch, and (d) five percent of the balance of the branch at the close of the financial year.

The Executive Committee may allocate on an annual basis, funds out of the General Fund, for the support of the branch. Such allocations shall be strictly in proportion to the cumulative contributions of the branch to the General Fund of the Society.

Within the above provisions and the charter of agreement, the Branch Committee shall be entitled to build up its general fund up to a total of Rs.10, 000. Any amount in excess of Rs. 10,000 in the general fund of the branch after the end of each financial year shall be transferred to the fund of the Society and shall count towards annual allocation of funds made by the Executive Committee with effect from the year following the financial year in which the said transfer is effected.

The Executive Committee of the Society shall control all the immovable property and the funds of the society as herein defined.

## **22. *Bank Account and cash term transactions***

The Society's funds shall be held in the name of the Society in one or more bank accounts of a scheduled bank. A panel consisting of the treasurer and two other members of the Executive Committee shall be duly authorised by the Executive Committee to operate the General Fund accounts. Any two members of the said panel shall be competent to operate the General Fund accounts.



### **23. Maintenance of membership register**

The list of members will be available with the Secretary as well as at the registered office maintained as per clause 1, 2 & 6 of Rule of 1971.

### **24. Amendments of the rules and regulations**

Amendments to the rules and regulations may be proposed by

- a) The Executive Committee or
- b) By General Body as per Society's registration act 1860 under rule 12& 12A

### **25. *Amendments of the aims and objectives and name of the Society***

Notwithstanding what is stated above, the name of the Society and its objectives can be changed only by following the provisions of section 12 & 12A of the Societies Registration Act 1860.

### **26. Dissolution of the Society**

A decision to dissolve the Society can be reached at any scheduled meeting of the General Body provided proposals to that effect have been sent to the Executive Committee at least 2 months in advance of the said meeting. A proposal to dissolve the Society can be advanced either by the Executive Committee or by 3/5<sup>th</sup> of the total number of members on the roll of the Society. Approval of the proposal to dissolve the Society shall require the affirmative vote of 3/5<sup>th</sup> of the membership of the Society present and voting at the meeting.

If a dissolution has been approved, the residual General Fund of the Society shall be disposed in a manner according to the laws in force.

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