



Indian Aerosol Science And Technology Association

*Registered under the Bombay Public Trust Act 1950,
Reg. No. F-12433 (Bom.)
Registered under the Societies Registration Act 1860,
Reg. No. Bom, 128/88 GBBSD.*

**MEMORANDUM, RULES AND REGULATIONS,
AND BYE LAWS**

Registered Office:

POLLUTION MONITORING SECTION,
BHABHA ATOMIC RESEARCH CENTRE,
BOMBAY-400 085



Indian Aerosol Science And Technology Association

*Registered under the Bombay Public Trust Act 1950,
Reg. No. F-12433 (Bom.)
Registered under the Societies Registration Act 1860,
Reg. No. Bom, 128/88 GBBSD.*

Regd. Office:
Pollution Monitoring Section, BARC, Bombay - 400 085

MEMORANDUM, RULES AND REGULATIONS, AND BYE LAWS

MEMORANDUM

1. The name of the Association shall be 'INDIAN AEROSOL SCIENCE AND TECHNOLOGY ASSOCIATION (IASTA) hereinafter referred to in this Memorandum and Rules and Regulations as the 'Association'.
2. The Registered Office of the Association shall be Indian Aerosol Science and Technology Association, Pollution Monitoring Section, Bhabha Atomic Research Centre, Bombay 400 085.

3. The aims and objectives of the Association are to conduct activities of scientific and charitable nature which shall include inter alia the following:
- a) To promote, encourage and develop the growth of Aerosol Science and Technology disciplines and their applications in the country.
 - b) To disseminate information concerning the developments in Aerosol Science and Technology and their applications through publications such as bulletins, reports, newsletters, and journals.
 - c) To organize workshops, symposia, seminars, courses etc., in various parts of the country, to educate the users of aerosols in industry and other areas and to offer a platform for reporting and discussing new developments in Aerosol Science and Technology and associated areas.
 - d) To organize regional chapters of the Association in different parts of the country as and when need arises.
 - e) To promote international co-operation through affiliation with similar bodies abroad, exchange of information, joint symposia and meetings etc., in the field of Aerosol Science and Technology.

RULES AND REGULATIONS

DEFINITIONS

For the interpretation of these presents, the following words and expressions shall have the meaning hereinafter stated and consistent with the object of the context.

- a) These presents mean and include the Memorandum of Association, the Rules and Regulations and the Bylaws of the Association as may be in force from time to time.

- b) Association means Indian Aerosol Science and Technology Association.
- c) Office means the registered office of the Association.
- d) Committee means the Managing Committee.
- e) Chapter means the duly constituted chapter of the Association in any region of the country.
- f) Month means the Gregorian month.
- g) Year means the Gregorian year.
- h) Annual subscription means subscription for one calendar year.
- i) A word imparting only the singular number may also include plurals and vice versa.
- j) A word imparting only the masculine gender may also include feminine gender and vice versa.
- k) Registered Office means Pollution Monitoring Section, Bhabha Atomic Research Centre, Bombay 400 085.

R-0 FINANCIAL YEAR

1. The financial year shall be the calendar year.

R-1 Membership

1. Membership of the Association shall be open to individuals without distinction of sex, race or nationality and to recognized bodies and institutions who subscribe to the aims and objectives of the Association.
2. There shall be four classes of members of the Association as follows:

- a) Honorary Member shall be entitled for life to the rights and privileges of the Annual Members of the Association and shall be exempted from the payment of subscription.
 - b) Life Member shall be entitled for life to the rights and privileges of the Annual Members of the Association.
 - c) Annual Member shall be entitled to rights and privileges as prescribed from time to time.
 - d) Institutional Member shall have the right to nominate two representatives to enjoy the rights and privileges of the Annual Members of the Association except the right to vote and the right to hold an elective office.
3. The qualification for the various classes of membership shall be governed by the following principles:
- a) Honorary Member shall be a person of outstanding professional distinction in the field of Aerosol Science and Technology.
 - b) Life Member shall be one who qualifies to be an Annual Member and who has paid the fees for this class of membership.
 - c) Annual Member shall be a person who subscribes to the aims and objectives of the Association and shall be a science & engineering graduate or a person who has adequate experience in the field.
 - d) Institutional Member shall be a registered Commercial, Educational, Research, Business or Industrial Undertaking, a department of the central or state government, a local body, an institution or a recognized statutory body, an association or a society.
4. Any member who is in default in payment of his annual subscription on the 31st March of the year shall cease to be a member. The Committee may at its discretion restore his membership subsequently in that year on payment of his dues without payment of fresh admission fee.

R-2 PATRONS

1. The Association 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 prior consent.
2. Patrons of the Association shall have the rights and privileges of the members of the Association except the voting rights and the right to hold elective office and shall be exempted from payment of subscription.
3. If an organization/institution, profit making or otherwise becomes an Institutional Member for 10 years and above, the Association may honor the head of the organization/institution by designating him as a PATRON, after obtaining his consent.

R-3 SUBSCRIPTIONS

1. Annual subscription and admission fee for members shall be as prescribed in the Bye laws.

R-4 MANAGING COMMITTEE

1. The affairs of the Association shall be managed by a Managing Committee consisting of not less than 9 and not more than 15 members including four office bearers of the Association. Chairman of each chapter shall be ex officio member of the Committee.
2. The tenure of the office of the Committee shall be three years. The immediate past President and Secretary shall, on expiry of their term of office, become ex officio members of the Committee for one term.
3. Any member of the Committee absenting for three consecutive meetings without prior intimation shall cease to be a member of the Committee.

4. Any vacancy occurring/existing in the Committee between the elections, for any reason whatsoever or any unfilled post in election shall be filled by co-option by the Committee within three months of such occurrences as per the rules and regulations of the Association. Maximum number of such vacancies filled by co-option during a year shall be limited to three.
5. The functions and powers of the Committee shall be with these presents:
 - a) To make and alter Rules and Regulations and Bye laws, provided such changes are consistent with the aims and objectives of the Association contained in the Memorandum. The modifications will be subject to confirmation at the next General Body Meeting of the Association and acceptance by the Registering Authority.
 - b) To realize funds by way of subscriptions, donations, grants etc.
 - c) To administer the funds of the Association.
 - d) To incur expenditure for conducting the business of the Association.
 - e) To acquire, sell, mortgage, change or otherwise dispose off or deal with all or any property of the Association.
 - f) To enroll members.
 - g) To prepare annual statement of accounts and annual report on the working of the Association.
 - h) To appoint sub committees etc., from amongst the members of the Association for various activities.
 - i) To take cognizance of any matter which may be brought to its notice affecting the Association 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 contract.
 - l) To do such other things as are conducive to the achievement of Aims and Objects of the Association.
 - m) To secure grants, funds and endowments, and administer the same for furtherance of the aims and objectives, mentioned above.
 - n) To acquire property such as office premises, auditorium etc.
 - o) To cooperate with the existing Academies, Societies and Institutes having similar objectives for the furtherance of Aerosol Science and Technology and their Applications and with such other associations when found.
 - p) To affiliate itself to suitable international Associations for the promotion of common objectives and to provide adequate representation to this country in International Forums.
6. The Committee shall have meetings at such times as are necessary to carry out the business of the Association.
7. The Members of the Committee or of duly appointed sub committee shall not be held personally liable in respect of any act done in good faith.

R-5 OFFICE BEARERS

1. The office bearers of the Association shall be a President, a Vice President, a Secretary and a Treasurer duly elected from amongst the eligible members of the Association. No office bearer shall hold the same office consecutively for more than two terms.
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:** The President, when present, shall preside at all meetings of the Association and act as Chairman of the Managing Committee.

- b) VICE PRESIDENT: In the absence of the President, the Vice President shall assume the duties and powers of the President, and exercise such other duties as are delegated to him by the President. In the event of the office of the President falling vacant, the Vice President will act as President till a new President is elected.
 - c) SECRETARY: The Secretary shall be the executive officer of the Association and shall be guided by the decisions of the Committee and shall (1) be in charge of the correspondence and records of the Association (2) convene all general meetings of the Association and the Committee with the prior concurrence of the President, (3) carry out such other work as may be entrusted to him by the Committee and (4) shall be ex officio member of the Sub committees of the Association.
 - d) TREASURER: The Treasurer shall (1) be in-charge of all the accounts of the Association, (2) accept money and issue receipts on behalf of the Association and (3) prepare the annual financial statements and budgets and maintain day to day accounts for submission to the Committee.
3. No office bearer of the Association or member of its Committee shall receive any honorarium or emoluments from the Association.

R-6 CHAPTERS

- 1. Chapters will have their office at locations approved by the Committee.
- 2. For furtherance of the aims and objectives of the Association the Committee may, in response to request addressed to the Association approve establishment of Chapters to serve specified geographical areas. Such requests shall be signed at least by ten members, normally residing in or employed within the geographical limits proposed for the Chapter.
- 3. Each Chapter shall have a Charter which will contain the name, location, geographical areas covered and date upon which the Chapter was granted and shall bear the name and signatures of the President and the Secretary of the Association.

4. Each Chapter shall conduct its affairs in accordance with these presents and the Bye laws of the Chapter.
5. The Bye laws of the Chapter shall come into effect only after they have been approved by the Committee.
6. The office bearers of the Chapter shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer and such other members as may be provided for in the Bye laws of the Chapter, Elected annually at the Chapter General meeting. The office bearers shall be eligible for re-election provided, however, that the Chairman shall not hold office for more than two consecutive years.
7. The Chairman of a Chapter shall be an ex officio member of the Committee. The Secretary of each Chapter shall forward to the Secretary of the Association, reports of all meetings and also financial statements at the end of each year.
8. The Association shall provide financial assistance for maintenance of the Chapters. This aid shall be fifty per cent of the annual subscription received from the members covered by the Chapter. The Chapters are authorized to raise funds for specific purposes with prior concurrence of the Committee.
9. All official correspondence of the Chapter shall be on a letter head depicting the emblem of IASTA and in addition Chapter's name and address. The Committee may at its discretion, close a Chapter after giving notice of three months and considering any explanation received by the Association from the Chapter for:
 - a) Failure of the Chapter to maintain at least ten members in good standing.
 - b) Failure of the Chapter to hold at least two meetings in a year, or
 - c) For indulging in any activity considered by the Committee to be detrimental to the interests of the Association.

R-7 NOMINATIONS AND ELECTIONS

1. Any member shall be eligible to contest the election for the Committee of the Association provided; he is not in arrears of payment of subscription on 31st March of the year.
2. A register of membership shall be maintained which contains a list of members of different categories 2nd shows the date of payment of subscription.
3. The Committee shall appoint an Election Officer latest by 30th of September of the election year from among the members of the Association.
4. The Election Officer shall 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 shall complete the process of election by 31st December.
5. Nominations shall be made to the Election Officer in the prescribed form, duly proposed and seconded by at least two members. The form shall also contain recorded consent of the Nominee.
6. Election Officer, after scrutinizing the eligibility of the nominees and after the due withdrawals of nominations if any, shall conduct the elections. Ballot Papers shall be mailed to all eligible outstation voters, listing the names and posts being contested by the candidates for the elective offices with appropriate instructions.
7. The Election Officer shall, on receipt of the Ballot Papers, have them checked and counted and announce the results. The results shall formally be announced at the next Annual General Meeting. Election shall be by a simple majority. The newly elected Committee shall take charge at the end of the next Annual General Meeting.
8. Elections to fill the vacancy of the Chairman of a Chapter shall be held in conformity with the Chapter's Bylaws and the result of such election shall be communicated to the Secretary of the Association not later than 1st December.

R-8 MEETINGS

1. The Association shall hold Annual General Meeting and other meetings at appropriate times and places as determined by the Committee.
2. Meetings shall be conducted in accordance with these presents and normal parliamentary procedures shall be followed as far as possible.

R-9 FUNDS AND ASSETS

1. All funds and properties of the Association shall be managed by the Committee and the money shall be deposited in account with a scheduled Bank approved by the Committee.
2. Cheques shall normally be signed jointly by any two out of the Treasurer, Secretary and one of the members, duly nominated by the Committee.
3. Imprest amount may be advanced to an individual for current disbursement as authorized by the President or his nominee with the concurrence of the Committee.
4. Any member of the Association can inspect the accounts of the Association, by prior appointment with the Treasurer.
5. Subscriptions, Donation etc. are non returnable.

R-10 AMENDMENTS

1. For the Amendments, alteration and amalgamation of two or more Associations, provisions of Section 12 and 12-A of the Society's Registration Act, 1860 shall be applicable.
2. Amendments to the Rules and Regulations shall be made by means of resolutions adopted by the Committee.
3. Procedure for adoption of Amendments shall be by two thirds of those present and voting at the meeting convened for this purpose

4. The date from which an amendment shall take effect shall be decided by the General Body.
5. Copies of the amendments shall be made available to all members of the Society.

R-11 DISSOLUTION OF THE ASSOCIATION

1. On request in writing by more than forty per cent members of the Association, the Committee shall convene a General Body Meeting. The dissolution has to be ratified by seventy five per cent majority of the total membership of the Association. In the event of dissolution of the Association, provisions of the Section 13 and 14 of the Societies Registration Act, XXI of 1860 shall apply. Chapters shall also be deemed to have been dissolved whenever the Association is dissolved.

R-12 GENERAL

1. All the provisions of the Societies Registration Act XXI of 1860, shall apply to this Association.

BYE LAWS

B-0 PURPOSE

1. The Bye laws provide authority and direction in achieving the objectives of the Association as set forth in the Memorandum of Association and the Rules and Regulations made thereunder to ensure continuity and efficiency in the administration of its affairs.
2. These Bye laws shall be complimentary to the Memorandum of Association and the Rules and Regulations and shall be deemed ultra-vires where and to the extent they are inconsistent with the Rules and Regulations.

B-1 ADMISSIONS

1. Application for admission to the membership (except for Honorary Member) of the Association shall be made to the Secretary of the Association, in the prescribed form, who 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.
2. When the application is approved, membership period shall be dated as the first day of the month following the approval and shall extend to the last date of the calendar year, after which it shall be renewed year after year.
3. For new admissions, prescribed admission and membership fee shall have to be sent along with the application. For transfer of membership, only the difference in annual subscription of the respective classes shall be charged.
4. For admission to the class of Honorary Member, proposals in writing shall be submitted by the past or present President or Vice President of the Association or by the Chairman of a Chapter. The proposal shall contain sufficient information to indicate that the qualifications required for such a Membership are met by proposed candidate.
 - a) On acceptance of the proposal by the Committee, the Secretary shall seek the consent of the person before inviting him to join the Association.
 - b) The conferment of Honorary Membership shall normally be done during the Annual General Meeting.
5. Notice of admission to membership shall be sent to the member of the particular class together with copies of the Memorandum of Association, the Rules and Regulations and the Bye laws of the Association to which he shall be deemed to have agreed. If the member of the particular class is within the jurisdiction of a particular Chapter, a copy of the notice of admission shall be sent to the Chapter.
6. Any member who is in default in payment of his annual subscription on the 31st March of that year shall cease to be a

member. The Committee may at its discretion restore his membership subsequently in that year or payment of his dues without payment of fresh admission fee.

7. The names of any member, whose conduct has been found to be against the interests of the Association, shall be removed from the roll only after: a resolution to this effect has been passed by at least 2/3rd majority of the members present and voting at the General Body Meeting.
8. A member of the Association ceases to be a member
 - a) on death;
 - b) on resignation;
 - c) if he is in arrears of subscription beyond March 31st; and
 - d) if so voted by the General Body of the Association.

B-2 SUBSCRIPTIONS AND ADMISSION FEES

1. The admission fee shall be chargeable only at the initial admittance to the Association and annual subscription period shall conclude with the Calendar year. The subscription and the admission fee shall be as follows: (Honorary Members and Patrons are exempted from payment of fees).

Class	Subscription	Adm. Fee
a) Life Member	Rs. 250/-	Rs. 10/-
b) Member	Rs. 30/-	Rs. 10/-
c) Institutional Member	Rs. 1000/- for Commercial Organizations and Rs.250/- for non commercial Organizations, per annum	Rs. 10/-

2. A member who has been continuously on the rolls of the Association for 5 years or more shall have the right to compound for future payments by a single payment of Rs. 125/- only to become a Life Member. In the case of non residents of India, the subscription for each category will be the same amount in U.S.

Dollars or equivalent foreign currency as Rupees for Indian residents.

3. Life Membership dues during the first six months from the date the Association is registered will be Rs. 200/-, as a special offer for the Founder Life Members. This shall be only a one time measure.
4. Institutional Members shall have the option to pay the subscription for a number of years in advance. The terms for this concessional payment shall be as follows:
 - a) Rs.5,000/- for Commercial Organizations for 10 years.
Rs.1,000/- for Non Commercial Organizations for 10 years.
 - b) Rs.10,000/- for Commercial Organizations for 25 years.
RS.2,000/- for Non Commercial Organizations for 25 years.
5. On or about December 1st, members shall be intimated about membership dues for the next year, wherever applicable. However, the Association shall not be responsible for lapse or delay in payment by the member on account of non-receipt of such intimation.
6. The Fast intimated address of the member as per the membership register shall be used for the correspondence. Members shall, therefore, ensure that their current address is intimated to the Secretary.

B-3 EXPENDITURE

1. The Secretary shall have the powers to incur day-to-day expenditure up to an amount fixed by the Committee on each item subject to availability of funds.

B-4 MEETINGS

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

Association. these shall be convened as per the procedures given below :

- a) Annual General Meetings shall ordinarily be held within three months of the close of the year. Four week's notice for the Annual General Meetings, two week's notice for Special General Meetings and one week's notice for Committee Meetings shall be given. The notice shall specify the date, time and place of the meeting.
- b) At all the Meetings of the Association, the President or in his absence, the Vice President shall take the Chair, except for the meetings of the sub committees and Panels. In the absence of both the President and the Vice President, a Chairman for the meeting shall be elected from amongst members present.
- c) Twenty five per cent of the members or 15 members of the Association in good standing, which ever is less, form the quorum for Annual General Meetings and for Special General Meetings. For the meetings of the Committee, quorum shall be five Members.
- d) If the business of Annual General or Special General Meetings cannot be transacted for want of quorum, the meeting shall be adjourned for half an hour and shall be reconvened. For this adjourned meeting, no quorum shall be necessary but only the scheduled business shall be transacted.
- e) Results of motions shall be determined by simple majority vote unless otherwise specified in the Memorandum or Rules and Regulations, with the President abstaining, except to break a tie, if he so desires.
- f) At the Annual General Meeting, the following Agenda shall be transacted:
 - i) To approve the minutes of the previous meeting and to receive a report on the actions taken on the resolutions previously adopted.

- ii) To receive, consider and approve the Committee's report on the working of the Association and the audited statement of accounts for the previous year, copies of which shall have been dispatched to the members in advance.
 - iii) To announce the election results and record the names of the office bearers for the following term.
 - iv) To appoint Auditors.
 - v) To consider the resolutions or proposals for which due notice has been given.
 - vi) To consider any other matter with the permission of the Chair.
2. Special General Meeting shall be convened either by the Secretary on the recommendation of the Committee or on request in writing by 25 per cent of the members of the Association or 15 members, whichever is less. Every such requisition shall be accompanied by written resolution/s proposed to be moved at the Meeting. Copies of these resolution/s shall be circulated to all the members in advance. The business at such Meetings shall be confined to the specific purposes for which the Meeting has been called.

B-5 ASSOCIATION REPRESENTATION

The Committee shall have the authority to nominate representatives of the Association to serve on committees of other bodies and to brief them. The representative shall report to the Committee the business transacted during the meeting.

Note:

R-0 (FINANCIAL YEAR)

As per the Notification dated Dec. 19, 1988, issued by the Charity Commissioner, Bombay, Maharashtra, the Financial Year of 811 Trusts shall end on March 31, every year. Accordingly, Financial year of IASTA will now be April 7 -March 31, with effect from 1988-89.
