



South Asian Forum on Agriculture Meteorology (SAFOAM)

Constitution

As on 28th November 2021

Constitution of the

South Asian Forum on Agricultural Meteorology (SAFOAM)

(Since 28th November, 2021)

The constitution of the South Asian Forum on Agriculture Meteorology (SAFOAM) comprises the Statutes and the Rules and Regulations.

The Statutes contained in section A, lay down the basic constitutional framework under which the Forum shall operate. The business of the Forum in matters of detail other than those covered by the Statutes shall be governed by the Rules and Regulations, contained in section B, enacted in conformity with Article 9 of the Statutes.

Section A-Statutes

ARTICLE 1 –GENERAL

- 1.1 The Forum shall be called “**South Asian Forum on Agricultural Meteorology**” (hereinafter called as the “Forum and abbreviated as SAFOAM”)
- 1.2. The registered office of the Forum at present shall be at Flat No. 3F, Block 15, 94/6 K, G.T. Road, Kotrung, Hindmotor, West Bengal which would be official.
- 1.3. The functional year of the Forum shall be beginning with 1st April.
- 1.4. The Forum shall be a non-profit organization solely devoted to scientific pursuits in the realm of Agricultural Meteorology and allied sciences. None of its income or assets shall accrue to the benefit of its members.
- 1.5. The Forum is registered for promotion and advancement of activities related to Agricultural Meteorology and allied sciences for societal benefits. The Forum is governed by the Registrars of Companies (ROC), Kolkata.
- 1.6. The Forum shall have the right to affiliate with any other professional society with similar scientific aims and objectives.
- 1.7. The Constitution of the Forum can be changed/amended by an extraordinary General Body (GB) meeting of the Forum. If any changes are made. it should be approved at General Body Meeting and the same should be communicated to the Charity Commissioner/Registrar. if this is not done, the Forum may be deregistered.
- 1.8. The Forum shall have right to frame, alter and/or adopt rules and regulations to guide itself or have recourse for carrying out of the objectives.

ARTICLE 2 –OBJECTIVES

The Forum is professional non-profit organization for promotion of Agricultural Meteorology and allied sciences and their application for wellbeing of the public and sustainable development. No member shall derive financial benefit from the assets or income from SAFOAM. Its membership and activities shall be international in scope as per 2.2 with specific efforts.

2.1 The objectives of the Forum *inter alia* shall be:

- i To help towards advancement, dissemination and application of the knowledge of science of Agricultural Meteorology.
- ii To promote interaction among all persons, bodies, institutions (private and/or state-owned) and industries interested in achieving advancement, dissemination and application of the science of Agricultural Meteorology and technology.
- iii To encourage and promote research in science of Agricultural Meteorology and related disciplines.
- iv To undertake and execute all acts which shall promote the aims and objectives of the Forum.
- v In the event of an ambiguity in the interpretation of the clause, the clause shall be construed in such a way as to widen and NOT to restrict the aims and objectives of the Forum.

2.2 To achieve the above-mentioned objectives, the Forum may take from time to time, any of the following concrete steps, among others-

- i Foster regional collaboration and cooperation to science of Agricultural Meteorology and allied sciences and support the efforts of national Meteorological, Agriculture, Hydrological, Horticulture, Veterinary science and Animal husbandry, ICAR, WMO, WB, ADB, IPCC, FAO, and other international entities working in the South Asian region.
- ii Create awareness and appreciation for science of Agricultural Meteorology and allied sciences, among all sections of the society,
- iii Encourage and expand Research & Development activity on the subjects mentioned in 2.1 above or take up research or consultancy by the Forum itself through its members.
- iv Organise lectures, exhibitions, meetings, symposia, workshops, conferences, and discussions on any topic or theme related to science of Agricultural Meteorology and related disciplines.

- v Arrange to publish suitable statements, press releases, posters, pamphlets, books, periodicals, brochures, etc. on topics relevant to the objectives of the Forum.
- vi Promote the curriculum development in science of Agricultural Meteorology and related disciplines.
- vii Promote co-operation in scientific work as far as it may be practicable between Government departments, corporate bodies, academic and other research institutions, scientific societies and industries, non-government organizations, individuals, print and electronic media.
- viii Award Fellowships and awards to deserving persons for making significant contributions to the aims and objectives of the Forum.
- ix Instituting awards for best M.Sc/ Ph.D thesis for promoting education and best research paper awards for promoting research.
- x Arrange Post-graduate and PhD studentships.
- xi Accredit professional services in Agrometeorology by individuals/ organizations.

ARTICLE 3–MEMBERSHIP

3.1 Members of the Forum shall be of the following categories:

- a) Member for Constitution of the Forum
- b) Founding Member
- c) Life Member
- d) Student Member
- e) Institutional, Industries & Corporate Member
- f) Farmer Member
- g) Patron
- h) Honorary Fellow

3.1.1. **Member for Constitution of the Forum:** Seven to eleven members preferably from the countries in South Asia Region directly involved in the constitution of the Forum are the Members for Constitution of the Forum.

3.1.2 **Founding Member:** Members who agreed and participated from the first meeting onwards held online to discuss and initiate the process to establish SAFOAM through this constitution are the Founding Members.

3.1.3 **Life Member: Annual Member:** Any person associated with research, teaching, application, and promotion of science of Agricultural Meteorology (and having a graduate degree in Agriculture, Science, Technology or related field) is eligible to apply for membership after paying requisite amount of admission and membership fees and agree to

abide to the Constitution and By-Laws of the Forum. A member will be entitled to the rights and privileges of the Forum as follows:

- a. To be present and vote in the General Body meeting of the Forum.
- b. To participate in all technical meetings of the Forum.
- c. To propose names of candidates for the elected Council members and office bearers of the Forum and to vote in any election held by the Forum.
- d. To receive bulletins, journals and other publications issued by the Forum on such terms and conditions as laid down by the Executive Council.
- e. To be considered for award of Forum Fellowships on nomination within the Forum procedure.
- f. The council may waive requirements of a degree in special and deserving cases.
- g. Membership will be valid till end of the financial year of registration.

3.1.4 Student Member: A student registered in a graduate/post graduate course at an educational institution affiliated to a university, affiliated by appropriate authority of concerned country or enjoying status of a deemed university as approved by the University Grants Commission, can be enrolled as a "Student Member" on payment of requisite fee and admission fee. He/she should not be drawing any salary or emoluments other than a scholarship or fellowship. A student member will not have the right to vote or to hold elective office in the Forum. He/she will, however, be eligible to participate in all activities of the Forum. A student member can become a regular member by paying regular membership fee. He will not have to pay admission fee again for membership.

3.1.5 Institutional, Industry and Corporate Member: Any institution or a recognized statutory body, a Department of the Central or the State government or a Registered Commercial or Industrial undertaking or a registered NGO interested in agrometeorological science and agreeing to promote the aims and objectives of the Forum and to assist financially in the work of the Forum shall be eligible to become an Institutional Member on payment of requisite fee and admission fee. An institutional member has the right to nominate one of their employees as a representative member of the Forum. An Institutional member from Industries shall be given opportunity to have approved exhibits at the meeting of the Forum at concessional rates. An Institutional Member shall have right to vote and shall not be eligible for holding an elective office of the Forum

3.1.6: **Farmer Member:** As the farmers in the South Asia are the direct beneficiaries of this initiatives, farmers are also included here. They will not have to pay admission fee for membership.

3.1.7 **Patron:** A person who is interested in the aims and objects of the Forum and makes a donation of a substantial sum to the Forum will, at the discretion of the council, be admitted as Patron. Patron will have voting right but cannot hold any office.

3.1.8 **Honorary Fellow:** As described in Article 6.1 Honorary Fellows and Fellows of the Forum will be commonly referred to as Fellows of the Forum.

3.2 Fees

3.2.1 The Council shall recommend a fee structure and it will be authorized by the General Body of the Forum. The Council may provide different rates for different membership classes, based on the cost-of living in represented countries. Fellows shall not be required to pay fees and shall receive without charges the publications of the Forum.

3.2.2 As transfer of funds from one country to another will be difficult, SAFOAM may have financially autonomous country chapters to manage finances for activities in their respective countries.

3.2.3 Membership shall begin the first day of the month following the approval of the application and payment of fees and shall be designated for the following 12 months in case of Active and student Members. Annual dues of renewing Members shall be payable in advance and shall be considered in arrears if not paid by the Member. Members with dues in arrears shall lose all benefits and privileges of Membership, including voting privileges, until such arrears are settled. Life Members will pay a one-time lump-sum amount as per the fee structure authorized by the General Body.

3.3 All the members of the Forum shall endeavour to foster common interests of the Society, the science and allied sciences and profession of Agrometeorology.

3.4 The last known address (physical and electronic as well) of a Member shall be considered as a valid mailing address for correspondence by the Forum. Members should ensure that their addresses are kept up to date.

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ARTICLE 4 –GENERAL BODY

- 4.1 All members who have voting rights shall constitute the General Body which is the supreme empowered organ of the Forum. The General Body meeting can also be held online.
- 4.2 The General Body will lay down the principles for the working of the Forum from time to time by enactment of Statutes and Regulations.
- 4.3 The General Body shall act according to the statutes at all times with due care and without undue delay.
- 4.4 In all matters, except amendments to Statutes, the decisions of the General Body will be by a simple majority of the votes received.
- 4.5 The General Body can amend any Statute of this Constitution provided at least two third majority of the total ballots received in favour of it. The entire membership entitled to vote shall be given the opportunity to vote online including ballot by post whenever necessary.
- 4.6 Any office bearer or a member of council may be removed from the office of the forum if no confidence motion is passed against the member by at least two third majority of Annual General Body (AGB).

ARTICLE 5-EXECUTIVE COUNCIL

- 5.1 The Forum will have an Executive Council (hereafter called the Council). The Council to be formed as stated hereafter in this article will have fair representation from the member countries in South Asia and function and arrange for the conduct of the business of the Forum with at least two third majority and according to the Statutes and Regulations in force.
- 5.2 The Council shall comprise of the following elected members from its Life Members
- a) President - 1
 - b) Vice-Presidents -2
 - c) Secretary- 1
 - d) Joint Secretary- 2
 - e) Treasurer -1
 - f) Council Members - 9
 - g) Immediate Past President - 1
 - h) Zonal representatives (As described in article 5.2.2) - 9

i) Nominated Member (As described in article 5.2.3) - 9

OR

At least one member from each South Asian country

5.2.1 President, Secretary and the Treasurer shall be preferably from the Headquarter of the Forum.

5.2.2 Council will have nine Zonal representatives.

5.2.2.1 There shall be at least nine zones

5.2.3 The elected Council may co-opt two additional members on the Council from the non represented major groups of the Forum.

5.3 The Council shall hold office for two years, and it will be incumbent on the Council to complete the election process well before its term expires. The retiring members of the Council except the President shall be eligible for re-election subject to the condition that no office shall be held by the same individual for more than two successive terms. The present incumbent may continue to hold office till such time as the newly elected members take charge of their office.

5.4 Vacancies in the Council shall be filled up by co-option until the next election. For such co-option, the Council President may nominate, for each vacancy, a panel of three names from the existing membership of the Forum, of which one will be elected by Council by a majority vote. The General Body at its next meeting shall be informed of such co-option. In case of a vacancy for the post of President, one of the Vice Presidents may be elected as President for the remaining term.

5.5 The Council shall keep proper and detailed accounts of the capital, funds, receipts and the expenditure of the Forum so that the true financial state and condition of the Forum may at all times be exhibited by such accounts.

5.6 The financial year of the Forum shall end on the 31st day of March in each year and the accounts of the Forum shall be made each year up to that date and, after having been examined and found correct by an auditor or auditors to be appointed by the Council, shall be circulated to the General Body and also laid before the next Annual General Meeting for discussion and adoption. Individual country chapter will make their own internal audit system. Audited report shall be published on website and in news-letter.

5.7 The Council shall arrange for the Annual General Meeting of the General Body to receive the Annual reports and accounts of the Forum.

5.8 Balance sheet giving the details of funds, accounts of all revenues, expenses and the financial conditions of the Forum for the just concluded financial year shall be put in website for the members on or before 30 June of the current FY.

5.9 The Council shall arrange the Ordinary or Extraordinary General meeting of the General Body whenever feasible or necessary.

5.10 Professional transfer / absence for more than three months from Head Quarter city without any valid ground, of Secretary and Treasurer will be treated as vacancy and article 5.4 will apply for such cases.

5.11 The Council is empowered to

- a) admit new members in different categories.
- b) confer Fellowships and Honorary Fellowships as per procedure given in Regulation, and
- c) terminate the membership of any category according to Regulations.

5.12 The Council will arrange to set up its office and may arrange for the following:

- i construct, build, lease, hire or rent any premises, land, building, service or any facility to house the offices and other activities of the forum.
- ii purchase, hire or lease or dispose of any equipment for the forum.
- iii recruit, hire or employ any person or persons or agency for the work of the forum when required and to terminate their services when no longer required.

ARTICLE 6-AWARD OF FELLOWSHIPS

6.1 Non-members of the Forum and persons of acknowledged eminence in science of Agricultural Meteorology and allied fields of Science and Technology or in their furtherance, may be endorsed as Honorary Fellows by the General Body on proposal from the Council.

At any time, the number of Honorary Fellows thus admitted shall not exceed 2% of the number of Life Members. In one year not more than two Honorary Fellows can be admitted.

6.2 Life Members who have made outstanding contribution to Agrometeorology and allied fields of Science and Technology may be elected as Fellows by the Council. At any time, the number of existing Fellows shall not exceed 10% of the number of Life members. In one year not more than 5 Fellows can be elected.

6.3 Honorary Fellows and Fellows of the Forum will be commonly referred to as Fellows of the Forum. Fellows shall have the following rights and privileges in addition to those available to life members:

- i can write FASAFOAM as their title.
- ii can nominate suitable persons for award of Fellowship.
- iii will be invited to all scientific meetings organized by the Forum.

6.4 The Fellows of the Forum will act as 'Think Tank' of the Forum.

ARTICLE 7: COMMISSIONS AND COMMITTEES

7.1 The Council may form standing commissions or committees for the furtherance of the objectives of the Forum as mentioned in articles 2.2

7.2 SAFOAM will develop effective scientific committees for subject specific research and application areas. Such as use of remote sensing facility, crop yield forecasting, agro-advisories, climate change, weather modifications, weather risk, agriculture etc.

ARTICLE 8 –CHAPTERS

8.1 SAFOAM will have financially autonomous country chapters to manage finances for activities in their respective countries. The council of the country chapter will have elected members, chairman, secretary, treasurer and committee members.

The Council may at its discretion or on receipt of a request in writing to that effect from at least sizable/reasonable members (country wise) from a country or a town to create a branch of the Forum for furtherance of the objectives of the Forum. Such a branch shall be called a Chapter of the Forum.

8.2 Each Chapter shall be constituted and its affairs carried on in accordance with rules and regulations to be laid down from time to time by the Council:

- a) Each Chapter shall have a Chairman, Secretary and Treasurer. If the strength of Chapter's member is 50, a Joint secretary and Two members may be taken and if the strength of the chapter is 100 then a Co-Chairman and Two additional members may be taken as office bearers. This will constitute the Chapter Management Committee,
- b) The two-year term of the Chapter Management Committee shall be concurrent to that of the Council.
- c) A member of the Council from any Chapter shall automatically be a member (ex officio) of the Chapter Management Committee of that Chapter.
- d) The retiring members of the management committee of the chapter except the President shall be eligible for re-election subject to the condition that no office shall be held by the same individual for more than two successive terms. The present incumbent may continue to hold office till such time as the newly elected members take charge of their office.

- e) The membership of the Chapter having voting rights shall constitute the Chapter General Body.
- f) The procedure for Chapter meetings and duties of office bearers shall be similar to those for Council, unless otherwise specified.
- g) The chapter can open a saving or current bank account operated by any two of its Chairman, Secretary and Treasurer for financial transactions to carry out local activities. The membership fees and other savings need not to be transferred to the headquarter of the Forum; on the contrary enough liberty will be there to utilise the funds judiciously informing the headquarter.

8.3 Any executive level activity to be organized by the local chapters shall be conducted after taking concurrence from Headquarters

8.4 A Chapter maybe dissolved if a recommendation to that effect from the Council based on stated reasonable grounds is ratified by the General Body. All rights to funds and properties of the Chapter in that case, automatically vest with the Forum.

ARTICLE 9 –RULES AND REGULATIONS

Provision for the conduct of the affairs of the Forum shall be made, as necessary, by means of Rules and Regulations attached to the Statues. These Rules and Regulations will be valid if agreed to by two third majority vote of the General Body.

ARTICLE 10-COMMUNICATION AND ACTIVITIES

10.1 Communications/ all electronic communication within the Forum, and between the SAFOAM and its Members, shall be in English. Documents to be used in litigation or for other legal purposes in the country in which the Secretariat of the Forum is located shall be in a language of that country. All electronic communication will be treated as valid communication.

10.2 Each document appearing in more than one language shall state which language version is definitive.

10.3 All electronic communication will be deemed as valid communication.

10.4 SAFOAM will undertake activities to comply and meet its objectives outlined in ARTICLE -II, such as capacity building of the member countries in different aspects of Agricultural Meteorology as needed and conduct training workshops.

10.5 It will organize e-conferences, webinars, celebrate special days such, the WMO day, World Environment Day, etc. together with the member countries for creating awareness among the people.

10.6 SAFOAM will establish different Awards to encourage young generation for recognition of their outstanding contributions made in the field of Agricultural Meteorology and inspiring young researchers/ scientists of the member countries. Awards will also be there for Institutional encouragement.

10.7 SAFOAM will explore the possibilities of partnership with regional and international agencies and relevant entities. It will explore the possibilities of getting sponsorships from the governments of the member countries, industries, international donors, and NGOs.

10.8 SAFOAM will publish e-newsletters periodically reporting its activities and special news related to Agricultural Meteorology of the member countries.

ARTICLE 11-DISSOLUTION OF THE FORUM

On request in writing by forty per cent Annual Members and Life Members of the Forum for the dissolution, the Council would convene a General Body meeting. The dissolution can be ratified only by a 75 per cent majority of the total votes (direct or proxy). In dissolving the Forum provisions of section 13 and 14 of the Registrars of Companies (ROC), Kolkata. shall be applicable.

In the event of dissolution of the Forum any assets or properties belonging to the Forum shall be donated to some organizations with similar objectives and character and in no event shall such properties be distributed to members of the Forum.

Section B –Rules and Regulations

REGULATION 1: CESSATION OF MEMBERSHIP

1.1 Membership shall cease:

- a) on resignation from membership of the Forum.
- b) automatically on default of payment of the prescribed subscription. Council may relax the provision of this rule in special circumstances.

- c) by a special resolution of the General Body on any breach of the Statutes or Regulations of the Forum, or for any conduct prejudicial to the objectives of the Forum.
- d) on conviction by court of law
- e) on death

1.2 A person whose membership has lapsed under (a), (b) and (c) of 1.1 above, may be readmitted as a new member at the discretion of the Council:

- a) on an application for membership.
- b) on payment of entrance fee.
- c) on making satisfactory amends as regards the infringement of rules.

1.3 A member may at any time file a resignation to the Secretary and it shall be effective from the date of filing.

REGULATION 2: EXECUTIVE COUNCIL / CHAPTER MANAGEMENT COMMITTEE

2.1 Election to Council

2.1.1 Voting for the election will be by online

2.1.2 Following schedule is suggested for Elections to the Council through Secret Ballot:

- i The Council shall appoint one Returning Officer from amongst the members at least four months in advance (i.e., by November end of the previous year) before the term is expected to expire. The Returning Officer cannot be a candidate for membership of the Council.
- ii Election programme shall be advertised in the December issue of the Forum's journals/bulletins/newsletters or on website of SAFOAM
- iii Nomination paper with the written consent of the candidate for any office of the Forum or membership of the Council shall be filed with signatures of at least two members having voting rights.
- iv Returning Officer shall procure the updated electoral rolls from the Secretary and scrutinize it for the purpose of election.

- v Returning officer will scrutinize the eligibility of the nominees and announce names of all the candidates for elective offices with appropriate instructions mailed by January 15. The online voting through e-balloting may be completed by February 25.
- vi The Returning Officer, after the completion of e-balloting by the members, shall make the results available to the Members as decided on the basis of number of votes cast by end of February. The tie being decided by a chance procedure, if the need arises. Results of the election shall be communicated to Secretary not later than March 15.
- vii If no valid nominations or insufficient valid nominations are received for the Council membership or the post of an office bearer; the newly elected members of the Council will co-opt members giving due weightage to the Rules and Regulations.

2.1.3 The Secretaries of all the Chapters should update the electoral rolls as on 31st December of the year preceding the Election year and the updated list of the members should be sent to the Secretary of the Council by 10th January at the latest. All members who have not cleared their dues by 31st December and who are enrolled after 31st December of the year preceding the Election year will not be eligible to vote.

2.1.4 A member shall be eligible to contest for one post only.

2.1.5 Minimum two members should nominate a person.

2.1.6 Candidates contesting for the election should submit Bio-data not exceeding 200 words at the time of their nomination for keeping in website.

2.1.7 Web/internet-based voting (e-balloting) method will be used by the Returning Officer after ascertaining all web-security issues and confidentiality.

2.2 Election to Chapter Management Committee

2.2.1 Chapters shall hold elections on lines similar to the Council but by calling a Chapter General Body meeting and the procedure described in articles 2.1.2 to 2.1.4.

2.2.2 Chairman of the Chapter will nominate a Returning Officer a month in advance of the elections. Returning Officer will devise the procedure and schedule for election in consultation with Chapter Chairman.

2.2.3 Articles 2.1.4 to 2.1.6 are applicable to elections for Chapters.

2.2.5 The elections to Chapter Management Committee shall be completed by end of February of the election year, a date fixed for executive council results.

REGULATION 3: MEETING OF THE FORUM

The SAFOAM shall hold one meeting of the members each year which shall be known as Annual General Body Meeting (AGBM)

3.1 General Body meetings of the Forum shall be of three kinds: (a) Ordinary, (b) Extra Ordinary (c) Annual.

3.2 Ordinary and Extra Ordinary General Meetings

3.2.1 The Forum shall hold general body meetings and scientific meetings at an appropriate time and place as determined by the Council.

3.2.2 All meetings shall be conducted in accordance with the normal parliamentary procedure and a permanent record of the proceedings shall be maintained by the Secretary.

3.2.3. At least two weeks' notice for all general body meetings and two weeks' notice for all Council meetings shall be given to all the Members or members of the Council as the case may be. The notice shall specify the date, time, place and business to be transacted in the meeting.

3.2.4. Two-third of members shall constitute a quorum.

3.2.5. Ordinary General Meetings will be held as often as the Council may consider it necessary.

3.2.6. If 25% of the members of the Forum sign a requisition that a meeting of the General Body be held, the President or the Secretary shall convene such meeting within 30 days of such request. If the President or the Secretary fails to convene such meeting, those who have signed the request shall be entitled to convene such meeting by giving 15 days' clear notice to all members of the Forum, no other business than the included in the notice shall be transacted at such a meeting.

3.2.7. Results of motions shall be determined by two-third majority vote, unless otherwise specified in the Memorandum and the Rules and Regulations of the Forum. The President shall have casting vote, which shall be exercised in the event of a tie.

3.2.8. The ordinary General Body Meeting can be held at any place as per the decision of the Council.

3.2.9 For Chapter General meetings two-third of members shall be the quorum.

3.2.10 Before transacting the business announced for the meeting, the Chairman will announce the names of new members enrolled, if any, since the previous meeting.

3.2.11 The Chairman shall have the power, when he considers that the meeting has been unduly prolonged, to defer any uncompleted business to stand over to the next meeting.

3.2.12 Ordinary General meetings of a chapter will be held as often as the Chapter Management Committee may consider necessary.

3.3 Annual General Meeting

3.3.1 Annual General Meeting shall ordinarily be held for which 15 days' notice shall be given along with the agenda of the meeting.

3.3.2 In view of the fact that members of the Forum are scattered all over India and even abroad, the quorum for the Annual General meeting shall be two-third members entitled to vote at meetings of the General Body except for meetings adjourned for want of quorum, for which no quorum is necessary. For Chapter meetings, 30% of Chapter membership with not less than ten members shall be the quorum for the Annual General Meeting.

3.3.3 If a quorum be not present, the meeting shall stand adjourned until a date and time to be decided by the Chairman.

3.3.4 The business transacted at the Annual General Meeting will be:

- a) To receive and discuss the annual report of the Council, to be presented by the secretary,
- b) To hear the presidential address
- c) To elect the members of the Council for the ensuing term as may be necessary
- d) To transact other business of which notice has been given or as may be permitted by the Chairman.

3.3.5 The Annual General Body Meeting can be held at any place as per the decision of the Council. It can also be held online using modern e-meeting techniques!

REGULATION 4: MEETINGS OF THE COUNCIL

4.1 The Council will meet once in 6 months, or earlier if requisitioned by more than 5 members of the Council or the President feels so.

4.2 Two weeks' notice shall be given for ordinary meetings of the Council except in the case of requisitioned meetings in which case the period of notice may be reduced at the discretion of the President,

- 4.3 A meeting of the Council adjourned because of non-completion of agenda will be held on such day as majority of the members present on the day decides,
- 4.4 At meetings of the Council, 5 members will form a quorum, except that for a meeting adjourned for want of a quorum no quorum shall be necessary.
- 4.5 The minutes of all meetings of the Council shall be circulated to all members of the Council.

REGULATION 5: DUTIES AND POWER OF THE PRESIDENT AND VICE PRESIDENT

5.1 The duties and powers of the President shall be as follows-

- a) To preside at all meetings of the Forum and of the Council, and to regulate the proceedings at such meetings.
- b) To ensure that due effect is given to the Statutes and Regulations in force.
- c) To decide on the interpretation of any Rules, in the case of doubt as to the interpretation of any of the Rules, the President's interpretation shall hold until the next meeting of the Council, when the interpretation of the Rule should be discussed and finally determined. The matter could be referred to the General Body if the Council so feels.

5.2 In matters calling for urgent action, the President may adopt such measure as in his discretion the circumstances demand and report his action subsequently to the Council.

5.3 In the absence of the President, meetings of the Forum may be presided over by a Vice-President.

5.4 In the case of a longer continued absence of the President, the Executive Council may designate one of the Vice-Presidents to perform the functions of the President.

REGULATION 6: DUTIES AND POWERS OF THE SECRETARY

6.1 The duties and powers of the Secretary shall be as follows:

- a) To conduct the correspondence of the Forum and of the Council, and to sign all letters and papers emanating from the Forum.
- b) To attend the meetings of the Forum and of the Council. To take minutes of the proceedings of such meetings during their progress; and at the commencement of every such meeting, to read aloud the minutes of the previous meeting,

- c) At the General Body meetings, to announce the presents made to the Forum since the last meeting; to read the names of members, the original papers communicated, and the letters addressed to the Forum required to be so read out custodian of all asset.
- d) To prepare for submission to the Annual General Meeting a list of members corrected to the close of the previous year.
- e) To enter or cause to be entered, in the Minute books, all the proceedings of the Forum and of the Council before the following meetings, and to see that all letters, sand papers and documents of every kind connected with the business of the Forum are properly filed and preserved.
- f) To exercise general supervision over the employees and affairs of the Forum, and to assist in carrying out the Regulations and Orders made by the Council.
- g) To incur contingent expenditure as may be necessary for carrying out the functions of the Forum as defined by Council from time to time.
- h) Will be the custodian of physical assets, if any.

6.2 Duties & powers of the Joint Secretary:

- a) In the absence of the Secretary, the Joint Secretary will perform the duties of the Secretary with prior authorisation from the Secretary or President,
- b) He/she would assist the Secretary in discharging his/her duties and such other duties as assigned by the Secretary from time to time.

REGULATION 7: DUTIES AND POWERS OF TREASURER

7.1 The Treasurer shall be responsible for handling the funds of the Forum and also the property vested in the name of the Forum. Responsible for audit and present the audit. GB appoint audits.

7.2 He/she shall be responsible for the maintenance of accounts of the Forum and shall present the audited statement of accounts for the year at the Annual General meeting.

7.3 He/she shall also furnish the Council, information regarding the financial position of the Forum when called upon to do so by the Council.

REGULATION 8: AWARD OF FELLOWSHIPS

8.1. The Fellows of the Forum will be elected by adopting the following procedure:

- a) The Secretary shall issue the notification for nominations for Fellowship each year as decided by Council.

- b) The Executive Council members as well as the Fellows and Honorary Fellows of the Forum can nominate for the election,
- c) Minimum two nominations are required for consideration.
- d) Council will set up an advisory committee of five Fellows to screen the names out of the received nominations for election as Fellows and recommend the names of fellows to the Council.

REGULATION 9: AWARDS OF FELLOWSHIPS

Forum may announce different awards from time to time from its own resources or the donations from sponsors. The donations for the awards may be accepted by the council after the proposal is vetted by a committee formed by it. Council will form committees for awards for recommendation. The award-winning research paper and/or the bio-data of the awardee will be put on the website.

REGULATION 10: FUNDS

10.1 The funds of the Forum shall consist of

- a) Subscriptions
- b) Donations
- c) Grants from Government or other interested parties
- d) Sale of journal and other literature published by the Forum.
- e) Advertisements in the Publications of the Forum.
- f) Registration fees collected from delegates of seminar organized by the Forum.
- g) Proceeds from exhibits of industries/ business enterprise/ institution (Govt. and Private as well) in seminar/ symposia organized by Forum chapter.

10.2 Such funds of the Forum as are not invested in any manner in accordance with the decisions of the Council shall be deposited in a bank approved by the Council provided that the Council may authorize the Secretary or Treasurer or any other member of the Council to keep in hand such amount in cash, not exceeding some amount as per the decision of the headquarter/chapter/-at a time, as may be considered necessary for day-to-day expenses.

10.3 The Chapter Treasurer should deposit the funds in a bank and he/she should keep an amount in cash not exceeding as decided by the individual chapter and headquarters at a time as may be considered necessary for day-to-day expenses.

10.4 The bank accounts shall be operated by any two of the following signatories signing Jointly: President/Chairman (in case of Chapter), Secretary and Treasurer.

REGULATION 11: AUDIT OF ACCOUNTS

11.1. The accounts of the Forum shall be audited at the end of each financial year by auditor or auditors appointed at the previous annual general meeting for which purpose the financial year of the Forum shall be 1st April to 31st March.

11.2. Any Member of the Forum with the permission of the President and by previous appointment with the Treasurer may inspect accounts of the Forum. Results of such inspection shall be considered by the Council.

11.3. All the chapters will complete the audited accounts and submit the same to the headquarters which will ultimately prepare the consolidated report on this.

REGULATION 12: ADMINISTRATIVE SETUP

12.1 Executive Council will review the administrative setup of the Forum from time to time.

12.2 Administrative setup may aim for the efficient execution of the Forum activities

REGULATION 13: MISCELLANEOUS

13.1. At all general meetings of the Forum the President, a Vice-President or a Member of the Council in that order, shall preside. In the absence of all of the above, the meeting shall stand adjourned to a date to be fixed again by the Council.

13.2. All decisions taken at a General Body meeting shall be by a simple majority by a show of hand, except for the changes in Statutes.

REGULATION 14: AMENDMENTS

14.1. For the amendments to the Constitution of the Forum provisions of the Registrars of Companies (ROC), Kolkata. shall be applicable.

14.2 Amendments to the Rules and Regulations may be proposed by means of resolution adopted by the Council or by means of a petition signed by at least ten percent of the members. The same is to be communicated to appropriate authority as per the Registrars of Companies (ROC), Kolkata.

14.3 For amendment to the Rules and Regulations the Secretary shall send to all members, with voting rights, the proposed amendment accompanied by a e ballot paper. The amendment shall be deemed to be adopted on the basis of a simple majority of e ballots received. President would have casting vote in case of a tie. Amendment will apply to all Rules and Regulations.

14.4 Any amendment or memorandum and rules and regulations or name or location of the Forum or society shall be carried out in accordance with the Registrars of Companies (ROC), Kolkata.

14.5 The date on which an amendment shall take effect shall be decided by the Council and communicated to the members.
