

CONSTITUTION OF INDIAN SOCIETY OF ERGONOMICS (ISE)



Comprising
MEMORANDUM OF ASSOCIATION & REGULATION
(Regd. No. S/58750 of 1988-89, Under the West Bengal
Societies Registration Act XXVI of 1961)

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ARTICLE

1. The name of the Society is, INDIAN SOCIETY OF ERGONOMICS
2. The Registered Office of the Society is situated at Department of Physiology Presidency College, 86/1, College Street, Calcutta 700 073, in the State of West Bengal
3. The aims and objects of the Society are as follows:
 - 3.1 To promote and enhance Ergonomics and allied studies, research and training particularly in India, for the benefit of people at work, to improve their welfare and quality of life.
 - 3.2 To facilitate exchange of ideas, professional experiences, among persons in India and abroad interested in Ergonomics for the advancement of science, technology and art of men at work.
 - 3.3 To arrange and organize lectures, debates, discussions, seminars, training courses, symposia, workshops, conferences etc., for the advancement of knowledge and exchange of views and ideas.
 - 3.4 To publish Journals, Newsletters, Proceedings, Reports, Training Materials, Booklets, and other materials as may be necessary from time to time.
 - 3.5 To accept any bequest, gift, donation, subscription., for raising funds or to borrow money, to acquire by purchase, lease or otherwise, hold lands and property and do all such other things as are incidental and conducive to the attainments of the above objects or any one of them.
 - 3.6 Generally to undertake all activities necessary or expedient for carrying out the objects of the Society.
4. The Society shall have the power to affiliate any other Society of similar nature anywhere else with aims and objects similar to its own.
5. Provided further and without prejudice to the generality of the above, and for effectively carrying out of the above objects, the society shall have the power, subject to and in accordance with the provision of the West Bengal Societies Registration Act, 1961 & the Rule thereunder as also the Regulations of the Association:

- 5.1 to realize from the its own members Life Membership or annual subscriptions as the case may be, as well as to accept donations, grants or gifts from the members and non-members alike;
- 5.2 to build up a fund in such a manner as may be deemed fit for and on behalf of the Society for the benefit of the Society;
- 5.3 (i) to take on tenancy, lease or license or as gift and donations any land or building for any period deemed necessary to carry out its activities;
(ii) to acquire by purchase or construction any immovable property with fund specifically raised for the purpose;
- 5.4 to receive advertisements for its journals/ souvenirs and realize money for the purpose;
- 5.5 to invest the money belonging to the society but not immediately required to be spent, in such a manner as may be deemed fit and proper from the point of view of both security and profitability
- 5.6 to accept the management of any trust, fund or endowment in which the Society may be interested e.g. where the objects of such trusts, funds or endowments happen to be introduction of Scholarship to students, Research workers on stipulated terms, grant of award or medal for specific achievement, or creation of chair or lectureship in a institute out of the income derived therefrom, these may be considered for acceptance provided no extra expenditure is involved to the Society.
- 5.7 To open accounts with the State Bank of India and/ or Banks approved by the Executive Council in the name of the Society to be operated by such persons as may be specially authorized for the purpose by a resolution of the Executive Council.
- 5.8 To accept the management of any trust, fund or endowment in which the Society may be interested e.g. where the object of such trusts, funds or endowments happen to be introduction of Scholarship to students, Research Workers , grant of award of medals to the same for specific achievement, or creation of chair or lecturer-ship in a institute out of the income derived therefrom, these may be considered for acceptance provided no extra expenditure Is involved to the Society.
6. The property and income of the Society shall be applied solely for the promotion of the objects of the Society and no part thereof shall be divided or distributed among members by way of dividend, bonus or otherwise, Provided that nothing hereinbefore stated shall prevent the Society from remunerating a member of the Society when he is specifically entrusted with any duty or professional service to the Society for which a fee or remuneration is normally expected or paid.

7. In the event of the dissolution of the Society all its net assets after payment of all debts and liabilities shall be dealt with in the manner laid down in section 27 of the West Bengal Societies Registration Act, 1961, and no part paid or distributed among the members of the Society.
8. The names, address and occupations of the existing Executive Council of the Society are

LOGO

As given at the front page.

INDIAN SOCIETY OF ERGONOMICS (ISE)

(Regd. No. S/58750 of 1988-89, Under the West Bengal Societies Registration Act XXVI of 1961)

C/o Department of Physiology, Presidency College, 86/1, College Street, Calcutta 700 073

RULES

1. The Regulations herein contained and the alterations and modification which may be lawfully made therein from time to time shall be the Regulations of the Society.

NAME

2. The name of the Society shall be the **INDIAN SOCIETY OF ERGONOMICS (ISE)**. The logo of the Society shall be as per the drawing specified in the Memorandum of Association of the Society.

OBJECTS

3. The Objects of the Society, are set forth in clause 3 of the Memorandum of Association of the Society
4. The membership of the Society shall be open to all students of Ergonomics, People from Industry and any one interested in the propagation of Ergonomics and related lines PROVIDED THAT all Life and Ordinary members of ISE prior to the registration will automatically be the members of the Society
5. There shall three categories of members, viz- a) Life members b) Ordinary Members and c) Corporate or Institutional Members

REGISTER OF MEMBERS

6. The Society shall maintain at its Registered Office a Register of Members which shall contain their names, addresses, occupation, the date of admission to membership and, if any member ceases to be a member, the date on which such cessation occurs and kept open for the members of the Association who may inspect and take copies (at his own cost) from the Register after seven days notice in writing to the Secretary.

MEMBERSHIP

7. The Society shall consist of the following categories of Members; a) Life-Members, b) Ordinary Members, c) Corporate or Institutional Members d) Honorary Members

The power to admit members is the sole and absolute power of the Executive Council/ Governing Body which may not admit any person as a member without assigning reason therefore.

7.1 Life Members:

Any person eligible for Ordinary Membership, on paying at a time to the Society, a total sum of Rs. 1000/- (for India and other industrially developing countries) or U.S \$ 200.00 (for a developed country) may become a Life Member and shall enjoy all the rights and privileges of an Ordinary Member during his lifetime and shall not be required to pay any annual subscription.

7.2 Ordinary Members:

The Executive Council/ Governing Body may admit to the membership any person of any cast, creed, religion or sex, who has, attained the age of eighteen years and agrees in writing to be bound by the Memorandum of Association and by the Rules and Regulations of the Society and contribute to the cause of the Society.

They will be required to pay an annual subscription of Rs. 100/- every year starting in January. Their membership will be valid only for the period from 1st January to 31st December. In case a member gets admission during the mid of the year, his/her membership would also be valid only up to 31st December. All ordinary member must renew their membership by sending subscriptions so as to reach the office of ISE latest by 15th January of the new year failing which their ordinary membership will be deemed to be cancelled. No reminder would be sent in this regard from the ISE.

7.3 Corporate or Institutional Membership:

Any Institution or Organization or Company may apply for the membership. Selected members will have to pay, at a time, Rs. 10,000/-. Two of their employees can represent the Organization or Institution or Company and shall have all the rights and privileges of Ordinary Members.

7.4 Honorary Members: In rare cases, Honorary Membership would be conferred to any person, whose services to the cause of the subject & the Society is deemed to be immense. With the consent of such person, the Executive Council

may propose the name to the General Body for Honorary Membership of the Society which is to be passed during the Annual General Meeting. Honorary Members shall enjoy all the rights and privileges of an Ordinary Member during his lifetime and shall not be required to pay any annual subscription.

9. An ordinary member shall cease to be a member -

- (i) if he resigns from membership by written communication of his intention to the Secretary, OR
- (ii) if he defaults in payment of his annual subscription for three consecutive years:

PROVIDED THAT the Executive Council, may, in its discretion, either allow a defaulting member to resume his membership on his clearing all arrear subscription up-to-date or enrol him as a new member on payment of fresh admission fee for the current year.

Explanation

- (1) In the case of cessation of membership whether by deliberate choice or default, the date of such cessation shall be the date of resignation or the date on which the period of the last paid subscription expires.
- (2) Subscriptions are payable in advance in all cases for the year to which the subscription relates.

Rights and obligations of members:

- a) Any member of the Society has the right to elect and to be elected in any election of the Society.
- a) To submit suggestion for discussion to the Governing Body and sub-committee on any matter:
- b) To inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary;
- c) To pay his subscription within the prescribed time;
- d) Defaulting members shall not be allowed to take part or vote in a meeting;
- e) Members shall have one Vote each
- f) He/she can attend the Annual and other General meetings of the Society,
- g) He/ she can attend the Discourses, Seminars, Conferences, Meetings, Lectures, etc., and to present scientific papers or deliver lectures,
- h) He/ she can propose and recommend names of candidates for membership of the Society,
- i) He/ she may receive copies of publication, booklets etc., exclusively meant for the members.

Expulsion of member:

8. Action of any member if found by the Executive Council detrimental to the interest and is in violation of the rules and regulations of the Society, he may be

after due enquiry, censured, suspended or expelled from the membership by the Executive Council In that case, the Executive Council shall first serve the member concerned with a show-cause showing therein the charges framed and ask him to submit his statement within one month. On receipt of the explanation the Executive Council shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply of the show-cause is received within a month, the Executive Council may take an ex-parte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and or unlawful.

Termination of Membership:

A member of the Executive Council shall cease to be a member of the Executive Council if -

- a) he resigns by letter addressed to the Secretary
- b) he absents himself from three consecutive meetings of the Executive Council without any leave or without any reasonable ground;
- c) He is convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of a Society or of a body corporate, or of any offence involving moral turpitude:

Provided that the Executive Council, may its discretion, either allow a defaulting member to resume his membership on his clearing all arrear subscriptions up-to-date or enroll him as a new member on application and payment of fresh admission fee and the annual membership fee for the current year.

SAFE CUSTODY OF FUNDS

- a) The Executive Council of the Society shall be responsible for the safe custody of funds and assets of the Society and proper investment thereof:
- b) The funds of the Society shall be kept in some nationalized Bank and other Banks, and be invested in any securities specified under Section 20 of the Indian Trust Act, 1882

BOOKS OF ACCOUNTS & INSPECTION OF

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members of the Executive Council during usual office hours, and the same shall be open to inspection of the members at such time and place as the Executive Council directs on a written request made by any member.

GENERAL MEETING

A general meeting of the Society hereinafter to be called the Annual General Meeting, shall be held once in a year

- a) to consider the Report of the Executive Council about the activities of the Society during the year just passed together with the Balance Sheet and the audited statement of accounts of that year along with the Audit Report
- b) to elect the members of the Executive Council when it is due
- c) to appoint an auditor and
- d) to consider any other matter of general interest affecting the Society which may be raised by members with the permission of the Chairman of the Meeting or if previous notice in respect thereof has been sent to the Secretary of the Association at least 7 days before the date of the meeting.

Notice of such Annual General Meeting shall be posted to the registered addresses of members at least 21 days before the date of the meeting. The notice shall specify the date, time and place of the meeting and the business proposed to be transacted.

TERM OF OFFICE OF THE EXECUTIVE COUNCIL

10. The term of the Executive Council shall be for three years or till a new Executive Council is duly elected.

EXTRA-ORDINARY GENERAL MEETING

11. The Executive Council may call an Extra-Ordinary General Meeting at any time with notice similar to that prescribed in Rule 9 above to consider any matter of importance affecting the Association in which it considers it necessary that opinion of the General Body of members should be consulted.

SPECIAL GENERAL MEETING ON REQUISITION

12. One-fifth of effective members of the Association who are not in arrears in payment of subscriptions may at any time submit a written and signed Requisition to the Secretary to call a special meeting of the general body of the Association, mentioning therein the specific matter of importance relating to the Association which they want to be discussed and on receipt of such Requisition the Secretary, in consultation with the President shall call a meeting within twenty-one days of the date of receipt of the Requisition, notice of such meeting being posted to the members at least 10 (ten) days before the date fixed for meeting.

13. Omission in sending a notice mentioned in rules 9, 11 and 12 to any member through inadvertence or non-receipt of notice by any member shall not in any way affect the validity of the proceedings of any meeting mentioned in the rules.
14. The President of the Association shall be the Chairman of the Annual or any Extra-ordinary General Meeting called by the Executive Council as well as of any Special General Meeting Called on the requisition of not less than one-fifth of the members. In his absence, any one of the Vice-Presidents shall be elected Chairman and failing them any other member of the Executive Council proposed and elected as Chairman by the members present who are entitled to vote, shall preside over the meeting.
15. The quorum for a General Meeting shall be fifteen. If the quorum is not present within 30 minutes from the time fixed for the meeting, the meeting shall stand adjourned to the same day and time of the following week and at the same place and no quorum shall be necessary for such adjourned meeting.
16. The Chairman of any General Meeting may also for any other good and sufficient reason, adjourn such meeting to a date to be fixed for the purpose.
17. In an adjourned meeting under rules 15 and 16 no business shall be transacted other than the business of the original meeting but if the adjournment was due to any reason mentioned in rule 16 the usual quorum shall be required.
18. In all matters, considered and discussed in a General Meeting, where there is a difference of opinion among members the decision shall be by a majority of votes of members present and entitled to vote. Such voting shall usually be by a show of hands unless at least 10 (ten) members at the meeting stand up and express a desire that the voting be by ballot in which case the procedure of voting by ballot shall be adopted. In the case of equality of votes on either side the Chairman shall have a second or a casting vote.
19. Minutes of the proceedings of all General Meeting of the Association shall be maintained in a book which shall be kept as a permanent record of the Association, and on confirmation and signature by the President shall be deemed to be an accurate record of the meeting. The Members may inspect and take copies from the minutes of the proceedings of the Annual General Meeting after seven days' notice in writing to the Secretary.

The Executive Council

20. The management of the affairs of the Society shall rest fully and entirely in an Executive Council constituted in the manner hereinafter provided. The Executive Council shall carry on the business or affairs of the association in accordance with its objects, and as to the meetings of the Executive Council, the mode of convening the same and the mode of conduct of business thereat or otherwise as they may think fit provided that the same shall not be inconsistent with the memorandum and regulations of the Association as also the West Bengal Societies Registration Act, 1961, and other laws. It shall be within the competence of the Executive Council to set up sub-committees out of its own members for specific purposes or for discharge of specific duties but entire responsibility for whatever action taken by or on the recommendation of those Sub-Committees shall rest with the Executive Council. The Sub-Committees may be empowered to co-opt any other member/members, if considered necessary.

COMPOSITION OF THE EXECUTIVE COUNCIL

21. The Executive Council shall consist of 15 members of which ten shall be Office Bearers viz. President, three Vice Presidents, one Secretary, two Joint Secretaries, two Asst. Secretaries and the Treasurer. The remaining five shall be Members of the Council.

At least ten Council Members will be elected from Honorary (if any), Life and Ordinary Members of the Association. Attempt shall be made to represent the different areas such as Industry and academic institutions as far as practicable and at least one from the staff from the institute or industry where Head Quarters of the Society would be located, who is also a member of the Society. The principle of Election shall prevail in all cases. Executive Council may include suitable candidates not exceeding five in numbers (irrespective of the area to which they belong) whose inclusion is likely to be of service/benefit to the Society in the in- coming Executive Council.

Ordinary members will have to renew their membership for remaining in the Executive Council for three years.

22. No member shall be entitled to be nominated for or to nominate or second the nomination of any other member for election to the Executive Council who has not cleared his subscriptions up to the date of the nomination, and no member thus nominated nor any member thus nominated or seconding shall have right to stand or vote at an election unless his subscriptions have been cleared up-to date.

23. The Secretary shall, when due, issue a notice to all members, inviting nominations for elections to the Executive Council for the ensuing year. Each member whose name is proposed for election shall be nominated by one member and seconded by another member. There is no bar to any member

proposing or seconding as many members as there are seats to be filled up. The nominations shall be made in ordinary plain paper separately for each individual nominee and the names along with relevant numbers of the nominee as well as of the proposer and seconder shall be clearly stated.

24. Within one week of the receipt of the nomination papers the Election Sub-Committee of the Executive Council shall scrutinize the same and complete a list of validly proposed Candidates for election to the new Executive Council of the new term. Candidates, their proposers and seconds shall have the right to be present at the time of the scrutiny. The list as finally completed in this manner, shall then be prepared showing separately the names of candidates under various groups in conformity with the principle outlined for election of the Council.

25. The election of the members of the Executive Council shall be held on the scheduled date and hour mentioned in the notice. Where the valid candidates as proposed do not exceed the total number to be elected they get automatically elected.

In other cases there will be voting by ballot, each member having as many votes as there are contested election. It shall be permissible for a member who is in arrears to clear all his arrear dues on the spot and obtain the voting paper to exercise his franchise.

Within a fortnight of the election of the members of the Executive Council, the 15 members will meet to elect the office bearers and constitute the new Executive Council for the current period. Necessary handing over and taking over of charges between the outgoing and the incoming Executive Council will also take place immediately.

Casual Vacancy

26. No deficiency in the number of members of the Executive Council caused by death or resignation shall invalidate any action or decision of the Executive Council. Vacancies in Executive Council will be filled up by co-option by the Council. In case the vacancy is in the post of one of the office bearers, the Executive Council shall fill it up by electing one of their existing members to that office.

27 Meetings of the Executive Council may be convened by the Secretary or on behalf of the Secretary when he is not available by any of the Joint Secretaries at least four (4) times a year and shall be convened if five members of the Council submit a requisition in this behalf, mentioning the subject matter which they want to discuss.

28. Not less than 7 days' notice shall be given of meeting of the Executive Council but in case of extreme urgency, 3 days notice shall suffice. Non-receipt of notice by any member shall not invalidate the proceedings of any meeting, but

if the matter is important and the member not receiving a notice wants a fresh discussion he shall be allowed an opportunity to do so either through miscellaneous item or by including the matter as a new item in the agenda of a subsequent meeting.

Quorum for Executive Council Meeting

29. Five members shall form a quorum. If within 15 (fifteen) minutes from the time fixed for the meeting quorum is absent, the meeting would stand adjourned to the same day and the time of the following week and at the same place, unless in view of the importance of the agenda, the President directs that fresh notice be issued and fresh date fixed. On such adjourned date the meeting shall be held even if there is no quorum.

30. The president, if present, shall be the Chairman of the Meeting of the Executive Council. In his absence any of the Vice-Presidents who may be present may be elected to preside, and in case neither is present, any member of the Executive Council may be elected by the other members present to preside over the meeting and conduct its deliberations.

31. All questions shall be decided in the Executive Council by a majority of votes. In case of equality of votes, the Chairman shall have one additional or a casting vote.

32. Minutes of the Proceedings of all meetings of the Executive Council shall be properly maintained in a book and the same shall be treated as a permanent record of the association.

Powers of the Executive Council

33. The Executive Council shall be entitled to open - current and/ or savings accounts in the name of the Society and to specify the names of Office-bearers one of whom must be the Treasurer, by whom and the manner in which such accounts are to be opened and operated.

34. The Executive Council shall be entitled to invest the funds of the Society not immediately required for its running expenses, in such security or in such other manner as they may from time to time decide. They shall also be entitled to specify the Office-bearers by whom and the manner in which such investments are to be made and the manner in which the earnings from such investments of the capital sum invested are to be disposed of.

35. In addition to all powers hereby expressly conferred upon the Council and without prejudice to the generality of the foregoing powers and provisions of the law, the Executive Council shall have the following rights and powers:

- a) to manage the properties and assets of the Society
- b) to approve the budget of the current year, and subsequent modifications thereto as considered necessary;
- c) to realise from its own members, life membership fees or annual subscription as the case may be as well as to accept donations, grants, gifts from members and non-members alike on behalf of the Society.
- d) To utilise the earnings of the Society in such manner as considered most beneficial for the purpose of the Society.
- e) To make investments/re-investments of the funds of the Society in the name of and in the best interest of the Society;
- f) To publish periodicals, journals, pamphlets, souvenirs or books and receive advertisement fees from advertisers on behalf of the Society;
- g) To organise social functions including dramas, conferences, debates, seminars etc. in furtherance of the objects of the Society; in addition, in organising National/International Conferences Symposium etc. with another co-organisers, a Memorandum of Understanding (MoU) would be signed by the Executive Council which will be binding on the part of all organisers.
- h) To build up a Fund on behalf of the Society in such manner as may be deemed fit;
- i) To accept the management of any trust, fund or endowment in which the Society may be interested and receive moneys, securities, instruments and/or other moveable property as contributions, donations or otherwise for and on behalf of the Society provided no extra expenditure is involved;
- j) To elect/ select representatives to Officially represent the Society in any Forum/ meetings/ Symposia etc.
- k) Generally to do all things necessary or expedient for the due conduct of the business affairs of the Society not herein otherwise provided for.

36. The Executive Council shall maintain or cause to be maintained a true and correct account

- i) of all moneys received and the sources thereof and expended by the Association and the matters or purposes in respect of which such receipts and expenditure take place; and
- ii) of all the assets and liabilities of the Association and in such accounts assets held upon any special trust and receipts and payments on account of such trust shall be entered separately and apart from all other assets, receipts and payments; and
- iii) of all Sales and Purchases by the Association and of stock of inventories as also of all incomes and expenses so as also of all incomes and expenses so as to give a true and fair view of the state of the Association's affairs and to explain its transactions.

A Balance Sheet and a Receipt and Payments Accounts and an Income & Expenditure Account for every year upto 31st January of each year shall be prepared for audit as early as possible after the of the expiry of the Association

Year for submission to the Auditor, who shall not be a member of the Executive Council.

Audit and Accounts

37. The auditor, who shall be elected at the annual general meeting and must be a registered account shall, immediately on receipt of the accounts as aforesaid, expeditiously carry out the audit work and return the audited accounts with his report to the Secretary in sufficient time to enable it to be circulated to members before the Annual General Meeting.

Accounting Year

38. The year of the Society shall be from the First April of a year to Thirty-first March of the next year .

Seal

39. The Society shall have a seal with its name engraved thereon. The seal shall be kept in the custody of the Office -bearer nominated and shall be affixed to documents which require sealing only upon a resolution being passed to that effect by the Executive Council.

Legal Proceedings

40. The Society may sue or be sued in the name of the Society.

41. ARBITRATION: All questions or differences whatsoever which may at any time hereafter arise between the Members of the Society touching the Memorandum of Association or those Regulations or the subject-matter thereof or arising out of or in relation thereto respectively and whether as to construction or otherwise shall be referred to a single arbitrator in case the parties can agree upon one, otherwise to more than one arbitrators one to be appointed each party to the difference whether consisting of more than one person or not and in case in accordance with subject to the provisions of the Arbitration Act 1940 or any then subsisting statutory modification thereof.

42. AMENDMENT OF REGULATIONS: The regulations may be repealed, altered, added to or amended by a resolution passed at a General Meeting/ Extra-ordinary General Meeting which should satisfy the exact procedure of the meeting - by a majority of at least three-fourths votes of the members present in the particular meeting. The Executive Council may suggest such alteration, addition or amendment but the same shall not be final till passed by the General Meeting/ Extra-ordinary General Meeting in the manner mentioned above.

43. Save as herein provided the provisions of the West Bengal Societies Registration Act 1961 and the Rules thereunder shall apply to the Society.

