

INDIAN SOCIETY OF ERGONOMICS (ISE)

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

11A, Mohan Bagan Lane, Calcutta - 700 004, INDIA

RULES AND REGULATIONS:

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.

2. The Objectives of the Society, are set forth in clause 3 of the Memorandum of Association of the Society, as under:

- a) 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.
- b) 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.
- c) 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.
- d) To publish Journals, Newsletters, Proceedings, Reports, Training Materials, Booklets, and other materials as may be necessary from time to time.
- e) 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.

2.1 The income and properties of the Society whatsoever and however derived or obtained shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid to or be divided amongst any of its members by way of profits, provided that nothing therein contained shall prevent in good faith or remuneration to any officers or servants or other person in return of any services rendered to the Society.

3. Membership:

The Society shall consist of the following categories of Members:

- a) Patrons, b) Founder Members, c) Life-Members, d) Honorary Members e) Ordinary Members, f) Corporate or Institutional Members, g) Associate Members and h) Student Members.

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

3.1 Patrons:

The number of Patrons shall not be more than five, selected by the Executive Committee/ Governing Body from amongst the eminent scientists/ citizens of India. The names of the Patrons after selection by the Executive Committee/ Governing Body shall be finally placed before the Annual General Meeting.

3.2 Founder Members:

The signatories of the Memorandum of Association of the Society shall be the Founder Member of the Society.

3.3 Life Members:

Any person eligible for Ordinary Membership, on paying at a time to the Society, a total sum of Rs. 500/- (for India and other industrially developing countries) or U.S \$ 100.00 (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.

3.4 Honorary Members:

Any person, whose connections with the Society is deemed to be useful, may, with the consent of such person, be elected as an Honorary Member of the Society 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.

3.5 Ordinary Members:

The Executive Committee/ 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. 30/- (without journal) or Rs. 50/- (with journal) by 30th April.

3.6 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. 5000/-. Two of their employees can represent the Organization or Institution or Company and shall have all the rights and privileges of Ordinary Members.

3.7 Associate Members:

The members of other Scientific and Learned Societies may apply for the Associated Membership will have to pay annual subscription of Rs. 25/- (without Journal) or 45/- (with journal)

3.8 Student Members:

Any student engaged in the study of Ergonomics, Physiology, Psychology or other Biological or Physical Sciences in any recognized educational institution is eligible for a student membership. The subscription will be Rs. 15/- per annum. They will have no voting rights.

3.8.1 Admission of Members:

Any person, desirous of Membership of the Society, shall have to apply in the prescribed form duly proposed by two and seconded by another ordinary member of the Society. The Executive Committee to elect a member shall seek the approval of the members of the Society in a way

considered suitable. He/she may be admitted to the membership of the Society on payment of an admission fee (Rs. 10/-) together with the annual subscription as mentioned before.

3.8.2 Cessation of Membership

Any member shall cease to be a member if he/she fails to pay the annual subscription by 30th June or acts against the interest of the Society.

4. Register of Members

The society shall maintain a Register of Members containing the names, addresses, and their occupations, the dates of admission and the date of cessation. The Register will be kept open for inspection, on requisition of the members of the Society.

5. Rights and Obligations/ Privileges of Members (Ordinary):

- a) Any member of the Society has the right to elect and to be elected in any section of the Society,
- b) He/ she has only one vote.
- c) He/ she has to pay subscription within the prescribed time,
- d) He/she can attend the Annual and other General meetings of the Society,
- e) He/ she can attend the Discourses, Seminars, Conferences, Meetings, Lectures, etc., and to present scientific papers or deliver lectures,
- f) He/ she can propose and recommend names of candidates for membership of the Society,
- g) He/ she may receive copies of publication, booklets etc., exclusively meant for the members.

6. Executive Committee/ Governing Body:

The affairs of the Society will be administered by the Committee/ Governing Body consisting of the following:

- I) One President
- II) Two Vice-Presidents
- III) One Honorary General Secretary
- IV) One Honorary Treasurer
- V) Assistant Secretaries (Not more than two)
- VI) Members (Not more than Five)

6.1 The Executive Committee will take overall administrative, financial and policy decisions. It will organise the Annual and Special General Body Meetings.

6.2 The Committee shall ordinarily meet once in every three months at a such place and time as Honorary General Secretary may determine, giving at least 7 days notice.

6.3 One third of the Members of the Executive Committee shall form the quorum for an Executive Committee meeting.

6.4 The Committee shall have the power to co-opt not more than two additional members. The term of the Executive Committee shall be for three years or till a new Executive Committee is duly elected.

6.6.1 The mode of election of the new Executive Committee and Office Bearers of the Society will be as follows:

The retiring Executive Committee will nominate the requisite number of candidates for new Executive Committee including the Office Bearers. The Honorary General Secretary will circulate the list to all the members of good standing of the Society for their approval.

If any member wants to contest himself for the Executive Committee or any post or Office bearer, or if wishes to propose a new name, he will have to send the name duly proposed and seconded by two eligible members in the prescribed form within seven days of receiving the list from the Honorary General Secretary.

The new Executive Committee will be finally elected by the eligible members of the Society present at the Annual General Meeting meant for the purpose, that is, when the election is due.

6.7 All funds, properties, assets, belonging to or vested in the Society shall be under the control of the Executive Committee.

6.8 Powers and Functions of the Office Bearers:

6.8.1 The President or in his absence, one of the Vice Presidents shall preside over all meetings of the Executive or General Body and in their absence, members of good standing present shall elect a Chairman for the meeting. All resolutions in the meeting will be decided by a majority of votes, each member having one vote. The president or chairman have a second or casting vote in addition to his own vote in case of equality of votes.

6.8.2 The Honorary General Secretary shall be responsible for convening the meetings of the Society and will ordinarily conduct all correspondences of the Society. He shall prepare and submit to the Annual General Meeting of the Society an annual report of the activities of the Society duly considered and approved by the Executive Committee. He will maintain minute books of all meetings. He will place all the applications for the membership of the Society before the Executive Committee/ General Body. He will sign all receipts for the amounts towards subscription, etc, on behalf of the Society and sign and give pay order on all bills for payment. He will transact all business of the Society as decided by the Executive Committee/ General Body. He would operate bank account jointly with the Honorary Treasurer.

6.8.3 The Honorary Treasurer of the Society shall maintain the accounts of the Society, including cash book and other registers, and collect and receive all sorts of subscriptions, donations, etc., and issue receipts/ cheques with counter signature of the Honorary General Secretary.

7. Annual General Meeting:

The Annual General Meeting should ordinarily be held once in every year, with at least one month's notice to all the members.

7.1 The notice for any resolution from the members should reach the Honorary General Secretary at least 15 days before the Annual General Meeting. The following business shall be transacted in the Annual General Meeting:

- a) Confirmation of the minutes of the last Annual General meeting and Special General meeting, if any, in the intervening period.
- b) Consideration and adoption of the annual report submitted by the Honorary General Secretary.
- c) Consideration and adoption of the audited statement of accounts.
- d) Consideration and adoption of the budget estimates.
- e) Consideration of resolutions, if any.
- f) Election of the Executive Committee and its Office Bearers for the next term, when it is due.
- g) Appointment of an Auditor and fixing his remuneration.
- h) Any other item with the permission of the Chairman.

8. Special General Meeting:

A special General meeting shall be convened by the Honorary General Secretary when he receives a requisition signed by not less than 25 members of good standing or when he is of the opinion that there is business of special urgency to be transacted. Notice of the meeting along with the agenda shall be circulated to the members at least 15 days before the date of the meeting.

9. Accounting year:

The accounting year of the Society shall be 1st April to 31st March.

10. Inspection of Accounts:

All books of accounts and proceedings shall be kept for the inspection by the members of the Society on a written request made by the members to the Honorary General Secretary.

11. Amendments to the Memorandum and the Rules and Regulations of the society:

No amendments of the memorandum and the Rules and Regulations of the Society shall be made except at an Annual General Body Meeting.

11.1 Proposal for any amendment shall be considered by the Executive Committee which will make appropriate recommendations for considering in the Annual General Body meeting..

11.2 For its adoption, a proposal for amendment shall require at least three-fourth majority of the votes by the members present.

12. Dissolution:

The Society may be dissolved by the votes of three-fourth of its members, when passed by a resolution for such dissolution at a General Body Meeting convened specially for the purpose. Postal ballot votes will also be considered. When a resolution for dissolution of the Society has been passed, the Executive Committee shall take an appropriate step for the disposal and settlement of the property of the Society and its claims and liabilities as it may think fit and as is consistent with the West Bengal Societies Registration Act, 1961
