

Constitutions of Microbiologists Society, India

1 Name: The Association shall be called the Microbiologists Society or MS in short.

2 Office: The registered office of the Society shall be located at the normal place of activity of the secretary in Pune district only.

2.1 The permanent records, literary possessions including journals, books and other records of the society shall be at a permanent location in Pune District to be selected by the Managing Council

3 Members of the Society

3.1 Admission Application for membership giving details of academic standing should be recommended by at least one member and submitted directly to the main treasure

3.2 Eligibility

Membership of the society is open to all graduates in Microbiology or allied disciplines who pursue studies, teaching, research or profession in microbiology or allied subjects.

3.3 Types of Membership There shall be three categories of members Honorary members, Life members and Annual Members of the Microbiologists Society.

3.3.1 Honorary members: Honorary members shall be elected by the General Body on the recommendation by the Managing Council and not more than two in a year. Persons recommended should be outstanding microbiologists from any part of the world. Honorary members shall be entitled for all privileges of the association except voting right and holding any office of the association

3.3.2 Life members: Any eligible candidate can enroll as a life member by paying prescribed life membership fees.

3.1.3 Annual members. Annual membership will be open to only undergraduate and postgraduate eligible student. He or she can enroll as a annual member by paying prescribed fees directly to the treasurer or at local student unit. They are not entitled for any concession for conference or free copy of any society publication.

4 Membership fees: Membership fee is likely to change from time to time to be recommended by managing council and to be decided by the General Body of the Society

4.1 Honorary members are exempted from paying any fee to the MS

4.2 Life members shall pay fee Rs.3000/-in one or two installment.

4.3 The student annual members shall pay annual fee 100/-Rs for one year and 150/-Rs for two years. Annual / biannual membership will be for one or two years from April to March.

4.5 No part of the annual membership or life membership fees is refundable.

4.6 When annual membership is through the local MS Unit, the local treasurer shall retain 80% of fee of the annual members and shall remit the balance i.e.20% to the main treasurer.

4.7 Life membership for institution will be 4000/-Rs.

4.2.2 Termination: The managing council may recommend to the General Body the removal of any person from the any type of membership of the Society when it is of the opinion that such removal is in the interest of the Society. If the recommendation is accepted by two third of those attending the general body, the recommendation shall be deemed to have been accepted and be given effect to by intimating the person concerned by the Secretary. However, a life member or annual member removed from membership of the society shall not receive his subscription.

5. Privileges: Only life members shall have the right to vote and can stand for election to the offices of the Society They are also entitled for any concession offered at the conference of the MS or publication of the MS.

Resignation and readmission of MS Members:

4.2.1 Resignation: Any member is free to resign. Such members shall intimate to the secretary his desire in writing and the resignation shall become effective only at the end of the financial year. Acceptance of resignation by the secretary is subject to the clearance of all dues to the association. No refund is allowed for paid membership to annual or life members if resignation is given. Members who resign shall cease to have any privileges of the society including concessional registration during MS conferences.

4.2.3 Readmission: Annual members or life members can be readmitted only after paying the prescribed membership fees as a fresh.

7 Management-

For management of all the matters connected with the society there shall be following bodies

7.1 Managing council The Managing Council of the Society, herein after called the MC, shall consists of the President, Vice-President the General Secretary, the Treasurer, the Joint Secretary and two other members.

Functions of the MC: The MC shall formulate all policy matters relating to the functioning of the society for approval by the General body. It shall approve the admission of new members to the association; make modifications and amendments to these rules and regulations subject to approval by a majority of members and the General body. It shall examine the agenda for the General body as well as requests from members for items to be discussed by the General body provided they are sent to the Secretary, at least 15 days before the general body.

7.1.1 The MC may be convened as and when required by the secretary with 10 days notice and shall convene at least once before the General Body meeting of the Society. A minimum of 3/5 persons shall form the quorum for the Managing Council meeting.

7.1.2 The MC shall monitor all decisions made by the General Body of the Society and shall not make any policy decisions.

7.1.3 The MC meetings shall be presided over by the president or in his absence the vice-president. In case neither of the two is able to attend, the Secretary may conduct the meeting with any one senior member in the chair; such meetings may be conducted provided there is a quorum.

7.1.4 The MC shall have powers to nominate persons to represent the MS at national and international conferences as and when the necessity arises. Persons nominated shall be the life members of the Society and preferably, members of the managing council. The Managing Council, if any, shall decide the cost of representation.

7.1.5 The MC may invite any scientific Society / Institute to participate / collaborate in MS conference when the circumstances permit.

7.1.6 The MC may give financial assistance if requested by units.

7.1.7 The MC meetings are private and the proceedings shall not be communicated to the press without the consent of the Council.

7.1.8 Casual vacancies arising in the MC due to death, resignation or any other reasons can be filled by nomination by the MC. Such nominated members shall hold office for only the residual period of the person who had occupied the office.

7.1.9 The MC shall nominate the Editor in Chief of the Journal from among the Life Members of

the Society.

7.1.10 The MC shall nominate the coordinator for various Microbiology Society at state level and university level.

7.1.11 The MC shall nominate the coordinator for various student unit of Microbiology Society at state level and university level.

9.0 MS student Unit.

A student unit of MS can be formed at any place in India and abroad with the approval of the MC provided it has a minimum of 10 annual members. There will be President, Secretary and Treasurer at each unit level. All office holder of the student units will be nominated by HOD of the department.

10. Elections

10.2 Office bearer of main managing council will be elected from all Life members of the MS..

10.1 Election procedure: Election will be held by secret ballot paper. Any life member can contest the election. A member once elected can contest again with gap of one turn. The secretary at each unit level will work as a election officer. Any life member can cast single vote. At least two month before the election secretary shall notify each member along with nomination papers and invite nomination. Nominations with single proposer should reach the office within prescribed time. The candidate may withdraw his nomination within specified time. Ballot papers containing the names of contestants should be distributed to the concern members. The ballot paper with identity of voters should be collected in specified period. The count should be performed in the presence of representative of each nominee.

11. General body and General Body meetings: The General body of the Society herein after called the GB shall include all members and will be the final authority to initiate, accept, reject or modify any proposal concerning the Society, its rules and Regulations.

11.1 The Society shall hold at least one general body meeting per year.

11.2 . For conducting a meeting of GB a clear notice of 21 days shall be given to all members or will be sent through registered post. He shall also request members to submit any proposal, which needs to be examined by the MC and the GB of MS

11.3 At the GB meeting, the Secretary, and the editor in chief shall present their reports. The treasurer shall also present the audited report of all accounts including the expenditure for the proceedings years and the budget for the next year.

11.4 All the GB meetings shall presided over by the president, In the absence of president, it may be presided over by the vice president or any other senior managing council member

11.5 3/5 life members of the MS shall form the quorum for holding of the GB meeting. In case there is no quorum, the meeting may be adjourned for half an hour. The rule of quorum shall not be applicable to the reconvened meeting.

11.6 Only the General Body shall take major policy decisions provided they are first scrutinized by the MC

11.7 Members who wish to bring forth items for discussion at the General Body shall send the proposals in writing to the Secretary at least 15 days before the GB meeting. The Secretary shall examine the proposal, place it before the MC and thereafter bring it as an item for discussion to the GB.

11.8 Any other important matter can however be discussed in the General Body only if the presiding officer permits.

11.9 The GB meetings of the society are private and the proceedings cannot be Communicated or publicized without the permission of the General Secretary.

12. Extra Ordinary General Body meeting: The President or the MC can convene extra ordinary GB meetings on request in writing to the General Secretary by at least twenty five percent members of the Society. Such requests shall state specifically the purpose for which the meeting is to convened. The Secretary on receiving the request shall get the approval of the MC or the president and inform all the members of the MS the date, time and place of such extraordinary meeting with at least 15 days notice.
13. **Funds of the society and their Management:** All funds of the Society shall be deposited in a Bank in the name of the Society by the Treasurer. The Authority to receive and manage funds on behalf of the Society shall rest solely with the Treasurer of the Society.
 - 13.1 The treasurer shall make investments of its funds in recognized institutions only, after approval by the MC.
 - 13.3 All life membership amounts will be placed in fixed deposit. The interest from this may be used for the activities of the Society. Fixed deposit of life membership fees shall not be used without approval by the General body of the Society.
 - 13.4 Funds for normal functioning of the Society and for the Journal shall be from the annual membership fees, donations and publication charges of the authors..
 - 13.5 The Treasurer, as advised by the Managing Council shall also place any surplus amount in fixed deposits.
 - 13.6 Any surplus amount available may be utilized for the welfare of the Society and for providing assistance to society unit after recommendation of the MC.
14. The accounting year of the society shall be April to March..

8.1 Term, duties and responsibilities of the Officers of MS.

The various officers of the MS shall have the following term, duties and responsibilities. The Managing Council shall nominate the Editor in chief. The term of the all officers shall be two years

8.1.1 The President

The president shall be the constitutional Head of the Society and shall preside over all the meetings of the MC and the General Body. He/She shall represent the Society on all ceremonial occasions. He/She may delegate his/her powers to the vice president if he/she so desire. He/she shall have the privilege of exercising the casting vote in case of equal divisions in the MC or the General Body. At the end of the term, he/she will hand over the charge to the next president. If he/she resigns from the post he/she will hand over the charge to the vice president.

Vice President. He shall carry out all the functions of the President in his absence or as the president desires.

- 8.1.2 **The Secretary:** He/she shall be the main executive officer of the Society. He/she shall be responsible for the day to day activities of the Society and for proper maintenance of all the records of the Society For this purpose he/she may be given a administrative staff paid from the funds of the association. He/she shall maintain an up to date directory of the society including the names of all the MS units, life members, annual members and honorary members. He/she shall send the circular of the conferences after the date and place is finalized at the General Body meeting

The Secretary shall prepare the agenda for the meeting of the Society of the Managing Council and the General Body of the Society when required as per regulations prescribed herein. He/she shall scrutinize and submit the applications for membership of MS to the approval of the MC, record the proceeding of the MC and the General body and present reports of activities of the MS at the General Body meetings. He/she shall act as the election officer during the election of the office bearers as prescribed in these rules. He/she shall also maintain close relationship with the various units of the Society. He/she shall recommend the names of the persons to be nominated as the Joint Secretary to the managing Council.

He/she shall maintain an up to date record of all awards given by the Society.

He/she may delegate one or more powers and duties to the joint secretary if he/she so desires.

- 8.1.3 **The Joint Secretary:** The term of office of the joint secretary shall be concurrent with that of the

Secretary. He/she shall be a person nominated by the MC on the recommendation of the Secretary .When a vacancy of the joint secretary occurs, the MC shall obtain a fresh recommendation from the Secretary and nominate another person for the residual period. He/she shall be a member of the Managing council and shall carry out all functions of the Secretary in the absence of the latter and all other functions delegated to him/her by the Secretary.

8.1.4 **The Treasurer:** He/she shall be the chief financial officer of the Society and shall receive all the funds on behalf of the association and shall maintain proper accounts in the banks.

He/she shall maintain records of all members and funds of the society in appropriate forms and make them available to the MC as and when required. He/she shall receive the membership nominations along with the prescribed fees either directly or from the units and shall forward the applications to the Secretary for acceptance by the MC after retaining the fees. He/she shall operate all accounts of the Society, maintain the accounts in proper form and submit them for annual auditing by a recognized-charted accountant and place the same before the MC and the General Body at the appropriate time.

Treasurer at unit level should maintain the accounts of that unit in proper form and submit them for annual auditing by a recognized-charted accountant and Send the audited report to the main treasurer in time to place the same before the MC and the General Body .

The Treasurer shall give advance funds, as decided by the MC, to the president, the Secretary and the Editor in Chief to enable them to carry out their normal functions as prescribed under these rule and regulations. He/she should coordinate the financial activities of all MS units. He/she shall prepare and present the budget to the General Body indicating the budgeted amount for the previous years, the actual expenditure and a statement of new income and expenditure. He/she shall also provide a complete list of all liabilities and assets to the MC and the General Body.

Bank accounts

All bank accounts and fixed deposits will be operated jointly by the Treasurer and the Secretary provided they are from one place. If these officers are from different places, both may be allowed by the MC to operate bank account independently.. However, all fixed deposits MS will be operated jointly by the Treasurer and Secretary.

18. Amendments to regulation: The regulations of the society can be altered only at the General body meetings. No alteration shall be made unless two thirds of those voting at the General body meetings are in its favor. All changes in the rules shall come in to force only after sanction by Assistant charity commissioner.

18.1. The MC shall first scrutinize any change in these rules suggested by a member. If found acceptable, the Secretary shall send the proposal to all the life members of the association for their comments.

18.1.1. The members may then inform the Secretary about their comments in writing in 30 days.

18.1.2. The Secretary shall then consolidate all comments received from the members and place the same for consideration before the MC and then at the next General Body meeting.

18.1.3. Any change to these rules and regulations shall be made only by a Majority of 2/3 of members present at the General Body and the decisions of the General body will not be subject to any judicial review.

18.1.4. The secretary shall then inform all the members about the changes approved..

Llist of members of the society

The list of members of the society (Who are Members as per Sec. 15 of Society's Registration Act. 1860) Shall be kept in a form as specified in schedule VI.

19 Method of Dissolution: Any member, not less than 3/5 th of the members of the society, may determine that it shall be dissolved and all necessary steps shall be taken for the disposal and settlement of the property of the society fund.. The society shall be dissolved only if 3/5 th of the members shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a general meeting convened for the purpose. The necessary permission shall be obtained as per the provision of section 13 and 14 of the society registration act 1860

20 Disposal of surplus fund : If on winding of the society, there shall remain after the satisfaction of its debts and liabilities any property, shall be given to other similar charitable trust after the necessary permission is obtained as per the provision of section 13 and 14 of the society registration act.

Records of the Society: The officers, concerned shall maintain all routine correspondence and records of the society for at least 10 years. Records of permanent or historical value or exchange material shall be preserved at the permanent location of the society
All records held by the various officers shall be transferred to the successor as and when demits his office.

17. Appellate Authority: Any dispute arising in relation to the interpretation of these rules and regulations or with regard to any matter, for which no provision is made herein, the decision of the Managing council shall be final. Such decisions of the MC shall however be place before the General Body, which only will have the right to modify or reverse the decision of the MC.

15 The Journal of the Society: The society shall publish the Journal . The Journal shall by managed by an Editor in chief who shall be nominated by the MC. He shall be responsible for editing, printing, publishing and distributing the Journal. He shall also maintain its records and separate accounts for funds received from Treasurer for this purpose.

15.1. The Editor in chief shall constitute an editorial board consisting of members from India and overseas and intimate the same for approval of the MC to assist him in running of the journal.

15.2. The editorial board shall meet as and when required but at least once before the GB of the association and frame all policy matter regarding the Journal including its frequency of publication etc.

15.3. The term of office of the editorial board shall be two years.

.15.4 Funds for publishing the journal shall come from the publication charges from authors and from the advertisers. Deficit amount if any should be settled from society.

15.4. The Editor in chief shall submit all accounts to the Treasurer at the end of the year.