

WEST BENGAL SOCIETIES REGISTRATION ACT, 1961.

REGULATIONS OF

INDEPENDENT RESEARCH ETHICS SOCIETY

MEMBERSHIP

1 a) Qualification of Admission : The Following persons are eligible for membership:-

Any person over 18 years of age, Irrespective of cases, creeds of religion and who agrees in writing to be bound by the memorandum of association and rules of the Society.

b) Class of Membership : The Society shall have the following classes of members :

1 Honorary Member : Any person qualified to be a member whose connection with the society is deemed to be necessary by any member may with the consent of such person be elected as honorary member of the society.

He may not be eligible to be member of the Executive committee nor shall be entitled to vote at any meeting.

2 Ordinary Member : Any person qualified to be a member and paying prescribed ordinary membership fees may be admitted as ordinary member of the society

3 Cessation of membership : Any member shall cease to be a member.

a) On his/her resignation from membership by a letter addressed to the secretary

b) On his/her becoming insane or insolvent and disire by the E/committee.

c) On his/her conviction of any offence in connection with the formation, promotion, management or conduct of society or a body corporate of any offence involving moral turpitude.

4 Register of member

The Society shall maintain a register of a members containing the name and address and their occupation, and date of admission. The register will be kept open for inspection of the society on requisition.

5 Rights and obligations of members:

- a) Any member has the right to elect and to be elected in any election of the society
- b) To submit suggestion for discussion to the executive committee and sub-committee on any matter
- c) To Inspect the accounts of the society on appointment with the secretary
- d) Defaulting members shall not be allowed to take part or vote in any meetings
- e) Members shall have one vote each.

Executive Committee

2 1) Composition & Election:-

There shall be an executive committee consisting of not less than 7 and not more than 21 members which shall be composed of an CHAIRMAN, VICE CHAIRMAN, SECRETARY, ADDL SECRETARY, TREASURER and MEMBERS. The office bearer elected by the executive committee from amongst themselves.

2) Termination of membership

A member of executive committee shall cease a membership of:-

- a) He/She resigns by a letter address to the secretary
- b) He/She absent him/her self from three consecutive meeting of the executive committee without any leave or reasonable ground.
- c) He/She is convicted of any offence in connection with the formation

promotion, management or conduct of affairs of society or body corporate or of any offence involving moral turpitude.

3 Retirement of Executive member

All members of the executive committee shall retire at the annual general meeting every year following their election when the new executive committee shall be formed.

4 Meeting

A meeting of the executive committee shall be held at least once in three months at such time and place as the president or the secretary may determine. Any member of executive committee may requisition the meeting on the executive committee and the secretary shall summon the same within 7 days and failing which the president or the requisitioner may do so provide no business other than that specified in the notice shall be transacted at such meetings.

5 7 days notice of the meeting specifying the place, time and the general nature of the work and business to be transacted shall be given to every member of the executive committee. Emergency meeting may be called on 24 hours notice. 1/3rd members personally present shall constitute a quorum for the meeting and if quorum is not present within 30 minutes of the time allowed the members present may adjourn the meeting.

6 Procedure of the meeting

The president or in his/her absence the vice-president shall preside over all meetings of the executive committee and in their absence the member present shall elect a chairman of the meeting. All members having one vote. The president or the chairman shall have a 2nd or casting vote in addition to his own vote in case of equality of votes.

7 Power and Duties of the executive committee

The executive committee shall have powers of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties:-

- a) To summon the annual general meeting of the society.
- b) To appoint sub-committee with such powers and duties as may be considered necessary in the interest of society.
- c) To accept donation, gift, subscription, movable or immovable properties for the objects of the society
- d) To sell, lease, mortgage or otherwise dispose of and deal with or any part of the property of the society as deemed necessary or expedient for the purpose of the society.
- e) To keep proper accounts of the society and to open Bank account in the name of society in one or more of the banks.

Books of accounts, Inspection and Audit

- 3 The books of accounts and other statutory books shall be kept at the registered office of the society and shall be open for inspection for the members of the executive committee during usual office hours and the same shall be kept open for inspection of the members of the society at such time and place as the executive committee directs on written request made by a qualified auditor or auditors.

Accounting Year

- 4 The accounting year of the society shall be from April to March every year.

Safe Custody of Funds

- 5 The executive committee of the society shall be kept in some nationalised Bank or private Banks and Invested in any securities as specified U/S20 of the Indian Act 1882.

General Meetings

- 6 1. There shall be two kinds of general meetings:a)Annual b)Special or extra ordinary.
2. The Society shall holds an annual general meeeting every year a not more then 15 months shall eleps between two successive annual general meetings.At least 14 days notice specifying the time,place and the day and hour shall be given to every members.
3. The business to be transquted at the annual general shall be:-
- a) To confirm the minute of the last annual general meeting and special general meeting.
 - b) To adopt with or without modification the report of the working of the society for the previous year ended.
 - c) To pass audited accounts for the said year.
 - d) To appoint qualified auditor or auditors.
 - e) To elect president and other office bearers of the executive committee
- 4 The quoram for transaction of any business shall be 1/3 of the total member of members in the register present personally.
- 5 A special general meeting shall be convened by the secretary of 2/3 members of the society requisitioned such meeting specify the nature of the business to be transacuted at the meeting on reciept of such notice the secretary shall hold such meeting within 21 days. In default by the secretary,the requisitionist shall hold such meeting provided no business other than that specified in the notice shall be transacuted

Duties of Office Bearers

7 1. President

- a) He/She shall preside over all meetings of the society
- b) Take all disciplinary actions such as removal, dismissal etc. in consultation with the executive committee.

2. Vice-President

He/She shall assist the president in all affairs of society. In absence of the president he shall have power and perform the duties of the president

3. Secretary

- a) Shall convene all meetings of the society
- b) maintain minute books of all meetings
- c) Issue general circulars and notices
- d) Receive all applications for membership which shall be placed before the E/committee.
- e) Sign on behalf of the society all receipts for all sums as received as subscription etc.
- f) Sign and give pay order on all bills for payment and
- g) transact all other business subject to the direction of the E/committee.

4. Treasurer

- a) He shall collect and receive all funds of subscription, donation, and deposit money and grants receipts for money thereof.
- b) Maintain and keep cash book and such other accounts as are necessary.

Suits and Legal Proceedings

- 8 All suits and legal proceedings by or against the society shall be in the name of the secretary or such person as shall be appointed by the committee for the occasion

Alteration of rules and regulations

- 9 The executive committee shall have powers to make such bye-laws and rules and regulation as may be considered necessary in the interest of the society. These rules and regulation passed by members in a general meetings called for the purpose by 3/4th majority of the members present at such meeting.