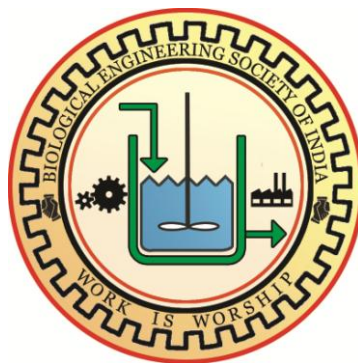


BIOLOGICAL ENGINEERING SOCIETY

(Registered under the Society Registration act 21, 1860)

Registration No. 173/2016-2017, November 24, 2016

CONSTITUTION & BYE-LAWS



The General Secretary
Biological Engineering Society
G-12, Old Biotechnology Building , IIT Roorkee Campus
Roorkee 247667, Uttarakhand, India
Tel: +91-1332-286065
Email: secretary@besi.org.in, besi.secretary@gmail.com
Website: <http://besi.org.in>

BIOLOGICAL ENGINEERING SOCIETY (BES)

(Registered under the Society Registration Act 21, 1860)

CONSTITUTION

ARTICLE I: Name

The name of the Society shall be Biological Engineering Society.

ARTICLE II: Aims and Objectives

Advancement of scientific knowledge and research in relation to Biological Engineering in all its aspects to improve our basic understanding in biological engineering and take initiative in developing professional skills for industrial bioprocess development.

To achieve these aims and objectives, the Society shall;

(1) Hold periodical meetings, seminars, workshops, conferences and social gatherings.

(2) Actively encourage research, teaching and training programmes at various centres.

(3) Engage in public education and training with the objective of imparting basic and advanced skills in biological engineering for the welfare of all.

(4) May take up active research program in specific fields of biological engineering for process development and act as industry-academic interphase for transferring technology.

(5) Publish, distribute or otherwise circulate records, transactions and proceedings of the various meetings, seminars, workshop and conferences of the Society. Society may publish and circulate journals which shall have a character specifically related to Biological Engineering and which may be the official organ of the Society.

(6) Coordinate and cooperate as necessary and as seen fit with other Societies or Organisations in India and abroad having similar and allied objectives.

(7) Raise money through memberships fees, contributions, grants and donations and invest any sum belonging to the Society not immediately required, in such a manner as the Society may think fit.

(8) Construct, maintain, Improve or alter and repair any building occupied by the Society.

(9) Provide facilities for association and conference among students of biological engineering and for encouraging a close relationship between them and those in related sciences.

(10) Advocate policies in the interest of the nation in the field of biological engineering.

(11) Facilitate international cooperation in the field of Biological Engineering and allied fields.

(12) Encourage interest and enquiry in the broad area of Biological Engineering in the most liberal manner to foster cooperation among engineers, scientists, technologists and allied professionals interested in applying engineering principles to systems of biological origin, aimed at improving the quality of human life.

(13) Strive to affect professional standards for engineering practices by providing a platform to focus attention on globally up-to-date educational curricula, promoting academia-industry interaction and dissemination of knowledge generated through R&D, and thus promoting excellence in professional development of its members.

(14) Make efforts to advance public understanding and catalyze responsible use of technology resulting from Biological Engineering and allied fields.

(15) Represent the interests of the members through participation in national public bodies, associating with international bodies and participate in other activities that are beneficial for the advancement of Biological Engineering in India or abroad to achieve the objectives mentioned above.

(16) Do all such and other things as are cognate to the objectives of the Society or are incidental or conducive for the attainment of the above objectives.

ARTICLE III: Headquarters of the Society

The Head Office of the Society shall be at Roorkee or at any other place as decided by the General Body. The present registered address being G-12, Old Biotechnology Building, IIT Roorkee Campus, Roorkee, Uttarakhand-247667, India.

ARTICLE IV: Membership

There shall be 4 categories of membership. The following are the eligibility criteria (Also refer to bye-laws-Article I).

1. Member:

(a) Persons holding degree or diploma in Biological Engineering / Bioengineering / Biochemical Engineering/Chemical Engineering/ Chemical Technology/other Engineering degree with a sustained interest in Biological Engineering and allied fields.

(b) Persons having other degrees in science with specialized emphasis on Biological Engineering and related fields.

(c) Persons with a degree or diploma in any field but practicing in the field of Biological Engineering for at least five years.

1.1 Membership Fees:

1. Annual Member: An annual membership fee is to be paid for the membership. The membership period begins from 1st July of any year and ends on 30th June of the following year. Membership fees, for the subsequent year, if not paid within six months will automatically lead to a termination or suspension of the membership.

2. Life Member:

Any person eligible for membership, as per item no. 1 a, b & c, on making a one-time payment of approved fees may become a life-member and will enjoy all the privileges of a member for his/her life time.

3. Founder Member:

Persons involved during the formation of the society will be the founding members of the society and will enjoy membership for his/her life time. A one-time subscription is payable as per an approved fee structure.

4. Fellow:

Eminent persons in the field of Biological Engineering or in any related field or a person of significant scientific attainment from any country may be nominated as an Honorary Fellow, if so approved by the executive committee and the General Body. Members desirous of proposing such members must send details of the person to the General Secretary. An Honorary Fellow will not be entitled to hold office or vote. An Honorary Fellow may or may not be a Member of the society.

5. Corporate Member:

a. Any institution approved by the Executive Committee may be elected as a Corporate Member of the Society, according to the procedure laid down in the bye-laws. The term 'Institution' may be deemed to include any public or private company or firm, a Society, educational institution registered under any law, a duly constituted trust, a statutory body, any association or special fund organisation set-up under an Act of Parliament or a State Government, interested in Biological Engineering. The 'Corporate Member' will be entitled to receive all the publications of the Society, but will not be entitled to vote, contest, propose, second or hold any office. Annual subscription is payable as per an approved fee structure.

b) Any institution approved by the Executive Committee may be elected as a Corporate Donor Member of the Society, according to the procedure laid down in the bye-laws. The Corporate Donor Member shall be an approved Corporate Member who gives a one-time donation as approved by the Executive Committee.

6. Student Member:

A Student Member shall be a student enrolled and working towards a degree or diploma in Biological Engineering or related fields/ in an approved curriculum. Annual subscription is payable as per an approved fee structure.

ARTICLE V Office-Bearers & Executive Committee:

The following office bearers shall be elected from among the members:

- (a) President — 1
- (b) President Elect — 1
- (c) Vice- Presidents-2 (one from Head quarter).
- (d) General Secretary — 1
- (e) Treasurer — 1 (from head quarter)
- (f) Editor (Name of the Magazine/ Journal to be mentioned later) — 1

The Executive Committee shall consist of the above office-bearers and

- (1) Immediate past President of the Society.
- (2) Members elected according to the bye-laws: (3 Members + 1 co-opted member from each chapter).
- (3) A Joint Secretary nominated by the President-Elect.
- (4) One Assistant Secretary nominated by General Secretary.
- (5) Co-opted member: 3

ARTICLE VI Funds & Assets:

The funds of the Society shall consist of **(a)** Application fees, **(b)** Membership fees, **(c)** Contributions, donations, grants from any source, **(d)** Interest from investments, **(e)** Gifts and legacies, immovable or movable property acquired by the society, **(f)** Endowments.

ARTICLE VII Amendments:

Any change in the Constitution or bye-laws must first be considered and recommended by the Executive Committee and later be passed by a majority at a General Body Meeting. In the case of changes in the Constitution, the change becomes operative, if a majority of 2/3rd or more valid votes polled (including postal ballot) are obtained as laid down in the bye-laws. In case of changes in the bye-laws approved in a General Body Meeting, no postal ballot is necessary.

BYE-LAWS

ARTICLE I: Membership

Application:

Eligible individuals, institutions desiring to be members under Sections 1, 2, 4, 6 and 7 shall apply to the General Secretary in the prescribed format. All applications for membership shall be initially scrutinized by a **Credential Committee** consisting of the General Secretary, President or President Elect and a member nominated by executive committee. In case of non availability of President and President Elect any one of the vice presidents can represent president/president elect in the committee. The Committee shall evaluate the bio-data, training, publications, research and other evidences of interest in Biological engineering. The report of the Committee will be placed before the Executive Committee for approval. Membership commences when applications are approved at an Executive Committee Meeting. Voting privileges and eligibility for contesting in elections start only 6 months after membership commences.

A. Privileges of Membership:

Members of the Society shall have the privilege to attend and take part in all general body meetings, conferences, lectures, discussions and demonstrations organized by the society. They shall receive copies of all proceedings and publications of the Society from the date of their membership and to attend special activities free or on such terms that the Executive Committee may fix from time to time.

B. Resignation and Termination of Membership:

a) A member may at any time resign from his membership in the Society by giving a notice of one month, in advance, in writing to the General Secretary and on clearing all dues and after returning all books, periodicals, papers and other properties of the Society which may be in his/her possession.

b) If any subscription remains in arrears by more than one year, in spite of one reminder, all privileges of membership will cease.

c) Any member who has not paid his arrears for a period of 2 years membership of the Society shall automatically be terminated.

d) If the conduct of any member is deemed by the Executive Committee to be prejudicial to the interest of the Society, the member may be requested to resign from the society. In the event of the said member refusing to do so, the name shall be removed from the register provided that 2/3rd of the members present at a General Body Meeting vote for the removal of the said member.

e) Further, any member who deprives the Society of its rightful income may be penalised by having his / her name removed from the register, if recommended by the Executive Committee and voted by not less than 2/3rd of the members of a General Body Meeting.

C. Re-admission of Membership:

Any person who has ceased to be a member under bye-law (a) and (c) may become a member again on paying the usual membership fees and all previous dues, if any, and the application fee. Any person ceased to be a member under bye-law (d) or (e)

shall not be re-admitted except when 2/3rd of the members present at a General Body Meeting record their votes in favour of his/her re-admission.

D. Membership fees:

1. Admission (Registration fees): (non-refundable) Rs. 1000/-, to be paid by all member categories except for student members
2. Annual Membership: Rs. 1000/- per annum
3. Life Membership: Rs. 10000/- (one-time payment) or after a 10 years of continuous Annual Membership payment the person automatically becomes a Life Member.
4. Founder Member: Rs. 5000/- (one-time payment)
5. Corporate Member: Rs. 25,000/- per annum or a one-time payment of Rs. 2.5 lakhs only and become a Corporate Donor Member.
6. Student Member: Rs. 100/- per annum for UG, Rs. 500/- per annum for PG students and research scholars.

The Executive Council shall decide about the membership fees from time to time.

ARTICLE II: Office Bearers and Executive Committee:

A. The Executive Committee shall consist of the following Office Bearers:

- President - 1
- President Elect - 1
- Vice-Presidents – 2 (One from head quarter)
- General Secretary - 1
- Treasurer - 1 (from head quarter)
- Joint Secretary - 1
- Assistant Secretary - 1
- Editor— 1
- Elected members - 3 + 1 member co-opted from each chapter
- Immediate Past President - 1
- Co-opted Members - 3

B. Office-Bearers Duties:

President:

President should have at least 15 years of experience in the Biological Engineering or related fields and should have a standing of a minimum 3 years as a member of BESI, out of which he/she should serve as president elect for 2 year preferably. He/she shall hold office for a term of two years. No person shall be eligible to be elected as President for consecutive terms. The President shall preside over all meetings and shall regulate the proceedings of the meeting. He/she shall besides his/her ordinary vote have a casting vote in case of equality of votes among members. In his/her absence one of the vice-Presidents shall officiate for him/her, failing which a member elected at the meeting shall perform these duties. The first President shall be elected from among the members of the Society. In subsequent terms, president elect will take over the office of president. In case of president elect

fails to take over the office of president, a fresh election will be conducted for the post of president.

President-Elect:

The President-Elect shall be elected from among the members of the BESI. He should have at least 15 years of experience in the Biological Engineering or related fields and a standing of at least 1 year as the BESI member. He/she shall hold office for a term of two years as President Elect and shall automatically become the next President. In the absence of the President, one of the Vice-Presidents (preferably from HQ) shall officiate for the President (and not the President-elect). President-elect will be the Chairman of the Scrutinizing Committee for the society's election. President Elect shall be the chairman of the Scientific Committee if formed.

Vice-Presidents:

Two Vice-Presidents (one from head quarter) shall be elected from the members of the Society. He/she should have at least 12 years of experience in the Biological Engineering or related fields and a standing of at least 1 year as the BESI member. Their term of office shall be for two years and they are not eligible for consecutive terms. In the absence of the President, Vice-President (preferably from HQ) shall perform the duties of the President.

General Secretary:

The General Secretary shall be elected from the members of the Society. He/she should have at least 10 years of experience in the Biological Engineering or related fields and a standing of at least 1 year as the BESI member and should have previously served for at least 1 year in the Executive Committee. The General Secretary shall hold office for one term of 2 years. No person shall be General Secretary for consecutive terms. The General Secretary shall be responsible for carrying out the decisions of the Executive Committee and the affairs of the society as laid down in the Constitution and bye-laws. The General Secretary shall nominate an Assistant Secretary to help him in his work. General Secretary should perform the following duties:

- (1) Convene meetings of the Executive Committee
- (2) Have administrative control over the affairs of the Society
- (3) Have charge of correspondence in relation to the Society
- (4) Keep accurate minutes of all meetings of the Society, Executive Committee and other Committees thereof
- (5) Prepare the annual report of the Society
- (6) Be in charge of all documents and property and other assets of the Society
- (7) Shall maintain a register of the members in the various categories of membership. For the purpose of the Society the address mentioned in the register will be considered as valid. Any change in this address must be intimated by the General Secretary to the members.
- (8) Shall perform all such duties as are incidental to that office.

Joint Secretary:

The President Elect shall nominate a Joint Secretary to help him in his work for a period of two years. He/she should have at least 5 years of experience in Biological Engineering or related fields and a standing of at least 1 year as a BESI member. His/her term of office shall be for a period of 1 year and for a maximum of 2 years.

Assistant Secretary:

One Assistant Secretary shall be nominated by the General Secretary and his duty will be to assist the General Secretary. He/she should have at least 3 years of experience in Biological Engineering or related fields and a standing of at least 1 year as a BESI member. His/her term of office shall be for a period of 1 year and for a maximum of 2 years. Assistant Secretary will also help the Returning Officer in conducting the elections.

Treasurer:

The Treasurer shall be elected for a term of 2 years. No person shall hold the office of treasurer for consecutive terms. He should have served earlier for at least one year in the Executive Committee and must be from the Headquarters of the Society. The Treasurer shall receive all moneys relating to the Society and deposit them in accounts in the name of the society in banks approved by the Executive Committee. The Treasurer shall further,

(1) Collect all dues to the Society.

(2) Make disbursement within the limits of the annual budget and maintain vouchers and keep records of all such disbursements. In exceptional circumstances the budget may be exceeded by an amount as pre-approved by the Executive Committee while approving annual budget, with the concurrence of the President and exceeding which prior sanction of the Executive Committee is required.

(3) All bank cheques shall be signed jointly by any two of Treasurer, General Secretary, President and vice presidents.

(4) The balance sheet, accounts and audited reports shall be submitted by the Treasurer at the time of the Executive Committee meetings and also at the Annual General Body Meeting. For this purpose the Editor (Name of the Magazine/ Journal to be mentioned later) shall submit a statement of accounts and audited reports to the Treasurer in time before the Executive Committee meetings and the Annual General Body Meeting.

(5) Any change in the office bearers should be notified to the banks as per banking rule.

(6) Apply for income tax exemption and other formalities as required and send the annual report to the Charity Commissioner.

Editor:

The Editor (Name of the Magazine/ Journal to be mentioned later) shall be elected from among the members of the Society. He shall hold office for a first term of 4 years and shall not be eligible to be elected for consecutive terms. The Editor

together with the Editorial Board shall be responsible for the publication (Name of the Magazine/ Journal to be mentioned later) under the approved bye-laws. The Editor and the Editorial Board shall be under overall supervision and guidance of the Executive Committee. He/she shall maintain account separately (Name of the Magazine/ Journal to be mentioned later). The annual report, balance sheets, accounts, internal audit reports and budget shall be presented to the Editorial Board and at the meeting of the Executive Committee of the Society and later at the Annual General Body Meeting through the Treasurer. The Editor should have a standing of not less than 3 years in the Society out of which he/she should be a member of the Executive Committee for not less than 2 years. The individual should have published not less than 10 full length papers/articles in recognised/indexed journals etc, (list of publications to be sent to the General Secretary for evaluation). He/she shall be an active participant in the academic activities of the Society.

Powers and Functions of the Executive Committee:

(a) Executive Committee will serve for two years. After the first election as per the bye laws, there will be elections every 2 years.

(b) Executive Committee shall direct and regulate the general affairs of the Society and shall, subject to confirmation at a General Body meeting, have power to frame rules and bye-laws for the conduct of business at meetings and conferences of the society, publish journals or other literature.

(c) The Executive Committee shall have the power to form councils & subcommittees as and when necessary.

(d) Ordinarily the Executive Committee will meet at least twice a year. The venue of the meeting will be decided by the Executive Committee as it deems fit. Emergent meetings may also be conducted as required, with the consent of the president. An Executive committee meeting can also be held through vdo/tele conferencing.

(i) Nominations to the Scientific Committee of the Society and to the Subsections of the Society - The President Elect shall be the Scientific Committee Chairman. Scientific Committee shall have 2 members nominated by the Executive Committee. Scientific Committee Chairman could nominate more members on the committee to facilitate his / her work.

(ii) Nominations to special committees, for example, those dealing with lectures and orations in the Society.

(iii) Nomination of a member for Credential Committee.

(iv) Nomination of 3 members to the Editorial Board. Nominated members must have previous publications in recognized journals in his/her name.

(e) The General Secretary shall call for a meeting of the Executive Committee with the consent of the President. A special meeting may also be convened by the

General Secretary if it is requested in writing by not less than 4 members of the Executive Committee for any specific agenda of emergent nature.

(f) Quorum for the Executive Committee meeting shall be 5 members of the Committee, one of whom should be a non-office bearer. If there is no quorum, within 15 minutes of the time when the meeting is called, the meeting convened upon the requisition of members under (e) shall stand dissolved and in any other case shall stand adjourned. The adjourned meeting may be resumed 15 minutes later in the same place or at any later date. In an adjourned meeting, members present may transact business for which the meeting was called.

(g) In the absence of the President or a Vice-President, the members of the Executive Committee may elect from among themselves a pro-tem Chairman.

(h) The Executive Committee shall direct the Secretary to carry out the general affairs of the Society.

(i) The Executive Committee may appoint and have administrative control including termination of appointment / contract of staff as may be found necessary to manage the work of the Society efficiently.

(j) It shall supervise and guide the activities of the Editor and the Editorial Board of the magazine/journal (Name of the Magazine/ Journal to be mentioned later).

(k) The Executive Committee may approve financial assistance towards travel etc to the President and/or General Secretary for attending a meeting in India or abroad. The utilisation statement of the above grant and activity report are to be submitted by the respective person(s) to the Society, thereafter, for office records and audit purposes.

(l) To decide the remuneration/fees for the auditor.

(m) To approve annual budget of the society and the upper limit of overshooting.

(n) To approve any emergent expenditure.

(o) To nominate member for credential committee

(p) To create and manage endowment fund

ARTICLE-III Election of Office-Bearers and Committee Members:

(a) No person shall contest for more than one elected position at a time. A member shall not be eligible to stand for office or vote in any election of the Society if his subscription (1st July of any year to 30th June of the following year) is due at the time of election, irrespective of the period in which the member has joined.

(b) A person who has any litigation pending against him/her cannot further continue to hold his/her position in the committee. He/she should resign the post and his/her membership should be withheld. The Executive Committee shall have the power to remove him/her and the committee can re-elect or nominate a person in his/her place at his/her equivalent post for the time being in case of emergency.

(c) Any member found involved in any type of misconduct during elections shall be liable for disqualification from the election. Further punitive actions may be imposed as decided by the General Body under bye-laws Article 1B (d).

(d) The General Secretary shall issue letters at least 30 days before the last date of receipt of the Assent Form to all members as per clause (a) enquiring whether they are willing if elected to act as a member of the Executive Committee or as an office-bearer. No member shall be eligible for election unless he/she shall have expressed his/her willingness in writing in the Assent Form and Seconded by at least one member of the Society so as to reach the General Secretary on or before a specified date.

(e) The General Secretary shall suggest the names of 3 persons, one of whom may act as a Returning Officer who are not contesting for any post. Executive Committee will select one out of them to act as Returning Officer. Assistant Secretary will help the Returning Officer in conducting the elections. Executive Committee will also clear two names as scrutinizers in the Scrutinizing Committee.

(f) Before finalisation of the ballot paper, the Returning Officer shall notify a date for withdrawal of name(s), in case of a contest for a particular post of an office-bearer, and circulate this list of contestants only to those contesting members.

(g) Scrutinising Committee for the Society's election shall consist of four members- one Chairman, i.e. President-elect of the Society, one Returning Officer, two Scrutinisers.

(h) Ballot papers bearing signatures of Chairman and Returning Officer of the Scrutinizing Committee and containing appropriate directions shall be issued to all eligible members by the Returning Officer 30 days prior to the last date of receipt of votes. An account of all ballot papers shall be kept by the Returning Officer and made over to Scrutinizers at the time of scrutiny. The election to the Executive Committee and of all the office-bearers shall be done at the same time.

(i) Ballot papers duly filled in and addressed to the Scrutinizers shall be mailed.

(j) Returning Officer with two or more of the Scrutinizers shall on the specified date and time scrutinise the ballot papers, count the votes received by each candidate and submit the results there of along with all the ballot papers in a sealed cover to the Chairman of the Scrutinizing Committee. The Chairman with the consent of the president will declare the election result. The candidates or their agents may be present during the counting of votes.

(k) In the event of an equality of votes, the matter shall be decided by the Chairman of the Scrutinizing Committee. In the event of non filling executive or elected member posts, suitable action may be taken by the newly formed executive committee.

(l) The report of the Scrutinising Committee with respect to the election shall be maintained in the office for reference till the next election.

(m) The Executive Committee shall have the power to fill up vacancies occurring during the year.

ARTICLE-IV: Journal (Name of the journal to be mentioned later)

The society may publish a journal in future. The Editor (Name of the journal) shall be elected from the members of the Society. He/she shall hold office for a term of 4 years. Editor together with the Editorial Board shall be responsible for the publication of the journal as per the approved bye-laws. He/she shall maintain an account separately for the publication of the journal. The annual report, balance sheets, accounts, audited reports and budget shall be presented to the Editorial Board and at the meeting of the Executive Committee of the society and later at the Annual General Body Meeting through treasurer.

a. The Editorial Board:

The Editorial Board will have term of 4 years and be coterminous with the Editor. The Editor along with the Editorial Board shall be responsible for publication of the journal. The Editor shall act as the Convener of the Board. The Board will consist of Editor, one Associate Editor, one assistant editor and 3 members. The Editor will appoint one associate editor from the team of nominated members. The editor also nominate one Assistant Editor and one member in the editorial board from the members of the society with records of previous publications in recognized journals in his/her name. The Associate Editor need not be from the same place as the Editor.

b. Editorial Policy: This shall be formulated by the Scientific Council of the Society and ratified by the Executive Committee.

ARTICLE V: General Body Meeting

A. General Body Meeting shall be held by the Society at least once in a year, preferably at the time of the Annual Conference. The business to be transacted at the Annual General Body Meeting shall be-

1. Approval of the Minutes of the last General Body Meeting.
2. To receive and adopt the annual (or interim) report of the Society and the Journal(s), for the past year (or period).
3. Matters arising out of the minutes.
4. To receive and adopt the audited accounts of the Society and the Journal(s).
5. To approve the provisional budgets for the Society and the Journal(s) for the next financial year (or period).

6. To report the results of the election(s) for the office-bearers, the Executive Committee and the Editorial Board members for the current term.
7. To appoint an auditor.
8. To transact such other business as should or may be brought up at any General Body Meeting.
9. To consider any other business brought forward by and with the consent of the Chairman.
10. Selection of the venue for the next two conferences and its tentative dates.
11. Apologies
12. Condolences

B. Special General Body Meeting :

1. When a requisition is made in writing by at least 10 percent of the valid members of the Society to discuss specific urgent agenda.
2. When authorised by the Executive Committee to discuss an urgent agenda.

C. Notice for General Body Meetings:

Notice for all General Body Meetings shall be communicated to all members at least 15 days before the date of the meeting.

D. Quorum of General Body Meetings:

At least 10% of the total number of members or minimum of 15 members, three of them must be a non-office bearer, shall form the quorum of a General Body meeting. In case there is no quorum an adjourned meeting will be held at the same place on the same day 15 minutes later or at any later date. The quorum for a Special General Body Meeting under (B) shall be the same as the quorum for the general body meeting.

ARTICLE VI: Executive Committee Meetings

The committee shall meet at least 2 times in a year. The President may, whenever he thinks necessary, call an emergent meeting of the committee only if any emergent agenda is to be discussed. The General Secretary shall, on receiving letter(s) signed by 4 or more members of the committee, call a special meeting of the committee with the consent of the President, only if any emergent agenda is to be discussed. The notice for meeting of the Committee shall be communicated to each individual member of the Committee at least one week before the meeting. Emergent meetings may be called by the General Secretary on a 3 clear days notice.

Quorum for the Executive Committee Meetings:

Quorum for the Executive Committee meeting shall be 5 members of the Committee, one of whom should be a non-office bearer. If there is no quorum, within 15 minutes of the time when the meeting is called, the meeting convened upon the requisition of members under (e) shall stand dissolved and in any other case shall stand adjourned. The adjourned meeting may be resumed 15 minutes later in the same

place or at any later date. In an adjourned meeting, members present may transact business for which the meeting was called.

ARTICLE VII: Local Chapters of the Society

For furthering the aims and objectives of the Society, Local Chapters of the Society may be formed in any place where there are at least 10 members of the Society, provided this is sponsored by the local members and duly approved by the Executive Committee. Such Local Chapters shall be known by the name of the area (e.g., Delhi Chapter). Scientific activities of the Society may be run in such Chapters by locally elected conveners from among the members of the Society belonging to that Chapter. Members transferring their residences shall automatically become members of the Local Chapters at the new location. There shall not be more than 1 Local Chapters in any city / town. Any single member cannot simultaneously become a member of more than one Local Chapter. The Chapters will be governed by the rules of the Society.

Guidelines for Local Chapters

1. All Local Chapters shall be under the administrative control of the parent body.
2. Local Chapters must adhere to the Constitution of the Society with regard to membership, elections, functions of the office-bearers and aims & objectives.
3. Each Local Chapter should have its own articles of association and rules and regulations which should be in conformity with constitution and bye-laws of the parent body and may be registered with the registrar of societies. This is needed as the composition of the Executive Committee and the Scientific Committee will depend upon the existing strength of the local members and is likely to be at variance with that of the parent body.
4. Local Chapters should use the correct logo and stationery in conformation with that approved for the parent body.
5. All new Local Chapters should directly be responsible to the parent body.
6. Each Local Chapter should conduct regular elections at least once in two years. It would be the responsibility of the General Secretary and the President of the outgoing executive committee, of the Local Chapter, to send the notification regarding the newly elected office bearers to the parent body. If there is no election for two or more consecutive terms, the branch shall stand dissolved and all assets owned by it shall vest with the parent body till alternative arrangements are made. Bankers of the Local Chapters must be given a copy of this resolution at the time of opening an account of the Chapter or when the office bearers are changed.
7. Election to the Local Chapters should be direct, with all members given an opportunity to participate. Number of office bearers should not exceed 10% of the current membership with a minimum of four office bearers. If the posts are not filled up through election, the same may be filled subsequently through nomination by the elected members. All such decisions should be ratified by the General Body of the local chapter with a copy to the parent body.

8. Each Local Chapter should have its independent bank account and may have its own PAN, TDS number and 80G certificate. This should be communicated to the parent body as soon as it becomes available. However, the parent body shall not share any financial liability. All tax matters will be the responsibility of the Local Chapter. No legal proceedings would be permissible against office bearers of the parent body for lapses on the part of the Local Chapter.

9. Audited accounts of the branch should be submitted every year to the parent body. These will be shown as annexure in the annual report of the parent body. Only that portion of the money which is physically transferred to the accounts of the parent body shall form a part of the latter's account. Failure to submit audited accounts for two or more consecutive terms, without a valid and acceptable reason, shall result in dissolution of the Local Chapter with no liabilities to the parent body. The names of the auditors and bankers must be communicated to the parent body. The parent body reserves the right to conduct an external audit in case of complaints, if any.

10. A Local Chapter must periodically (at least once a year) submit a report of its activities to the parent body.

11. Local Chapters shall enjoy complete financial autonomy with regard to the funds collected by them. However, wherever a large capital expenditure of more than 5 lakhs (or an amount fixed by the parent body from time to time) is contemplated, prior permission of the parent body should be obtained. Each Local Chapter should make a provisional budget in advance and seek approval from its own General Body.

12. In case of disputes and disagreements related to any Local Chapter, arbitration by the Executive Committee of the parent body of the Society shall be full and final.

ARTICLE VIII: Conferences

An Annual meeting cum Conference preferably be held every year by the Society. An audited financial statement of the Annual Conference shall be submitted to the Society.

NORMS FOR ORGANIZING A CONFERENCE OF THE BIOLOGICAL ENGINEERING SOCIETY

1. Venue of the Conference of society:

The conference may be held in any city which is easily accessible by air, rail and/or road transport. The city should have a good auditorium or a convention center having adequate seating capacity. There should be adequate space available for a trade exhibition and catering within the conference venue. The city should have sufficient accommodation (hotel, guest houses, etc.) for housing the registered delegates, spouses, members of the industry and others attending the conference.

2. Timing of the Conference.

The conference should be held in December or at any other suitable time.

3. Organization of the Conference.

The venue and the Organising Secretary shall be decided a year in advance. Those interested in holding the conference should apply to the General Secretary of the Society in advance and provide detailed information in their application about the conference facilities in the city.

4. Hosts.

The application for hosting a conference should come from a Local Chapter of the society or from a representative of an organization who is interested to hold the conference. The application should come from the authorized representative of these bodies (Secretary, Convenor, Coordinator etc.) after holding a meeting at the local level. In the application, the names of the Secretary/Convenor and Chairperson of the Organising Committee should be mentioned.

5. Budget.

The Organizing Committee shall submit at least two months in advance the budget estimate for the conference. This shall include the expected revenue and likely expenses. The details of the revenue to be expected from the exhibition, advertisements, display of banners, registration fee, donation, sponsorship of lunch, dinner, symposia, other sources, should be specifically mentioned. Similarly, a detailed estimate of the likely expenditure on scientific program, sponsoring of guest speakers, conference venue, lunches/dinners, etc., should be mentioned. The Executive Committee shall review income/expenditure.

6. Registration Fees.

The various categories of registration fees will be decided by the Local Organizing Committee and approved by the Executive Committee of the Society.

7. Contributions towards Society.

20 per cent of the balance money after meeting all expenditure of the Conference shall go to the parent Society's fund. In the event of the Organising Committee showing a loss, Society shall not reimburse the loss, nor be held liable for this. The Accounts of the Conference should be audited promptly by an accredited Chartered Accountant at the local level. The audited accounts should be submitted to the General Secretary of Society within six months of the conclusion of the Conference. If necessary, the Executive Committee should decide to get these accounts verified by other auditors or the Committee itself. Finally, the accounts should be submitted to the General Body for approval.

FORMAT OF APPLICATION FOR ORGANISING CONFERENCE

The General Secretary
Biological Engineering Society
G-12, Old Biotechnology Building , IIT Roorkee Campus
Roorkee 247667, Uttarakhand, India
Tel: +91-1332-286065
Email: secretary@besi.org.in, besi.secretary@gmail.com
Website: <http://besi.org.in>

Dear Sir,

The ----- (name of organization) wishes to host a Conference of the Society during
--- Date/Month/Year

The details are as follows:

1. Venue of the Conference:
2. Auditorium / Convention Centre:
3. Additional Halls:
4. Space for trade exhibition:
5. Space of catering:
6. Accommodation facilities in the city: (Mention about hotel, guest houses, etc.)
7. Accessibility to the city by air / rail / road:
8. Name and address of the Organizing Secretary:
9. Name and address of the Organizing Chairman:
10. Tourist attractions and venues of social events in the city:
11. Any other relevant information.

ARTICLE IX: National or International Conference

For furthering the aims and objectives of the Society, the Executive Committee may hold National or International Conferences. 20% of the profits of such conferences shall be credited to the Society and the balance of 80% may be placed in an Endowment fund to be used as per the byelaws. Audited accounts of such conferences shall be sent to the Society as early as possible and within six months of the conference.

ARTICLE X: Scientific Council of the Biological Engineering Society

Scientific Council of the Biological Engineering Society comprises of the President Elect- who will officiate as the Council Chairman. The Executive Committee shall nominate 2 members to this Scientific Council. The Scientific Council Chairman may co-opt more members on the Council to facilitate its working. The members of the

Scientific Council shall be nominated for two years term. Its function will be to provide overall guidance to the Scientific Committee of the Society's conferences, provide overall directions and guidance to the Society, identify new challenges in academics, research and industry, and facilitate interactions between academia and industry.

ARTICLE XI: Subsection of the Society

For furthering the aims and objectives of the Society, the Society shall encourage the formation of subsections hereinafter called, Councils of the Society. These Councils will consist of a Convener and 4 other members. Their term shall be for 2 years. The Convener shall hold office for one term. The convener cannot hold office for consecutive terms, and the members for not more than 2 consecutive terms (4 years). Convener and members shall be nominated by the Executive Committee considering the expertise and interests of the member. Such members should have taken an active interest in their field and also participated actively in the academic affairs of the Society.

ARTICLE XII Endowment Fund

The Society shall maintain an Endowment fund. Contributions received from corporate members, life members, donations, gifts, legacies, proceeds from Conferences and other sources thought appropriate by the Executive Committee shall be invested in an Endowment fund. The interest accrued thereof may be utilized to meet the day to day expenditure of society as per existing rule of society. The principal itself shall not be used, but the income from this source, may be used primarily for furthering the aims and objectives of the Society, for encouraging research by way of grants and for developmental activity and similar expenses thought fit by the Executive Committee.

ARTICLE XIII: Amendments

Proposal for any amendment to the Constitution and/or byelaws must be sent to the General Secretary of the Society. This must be duly proposed and seconded by the at least 10 valid members of the Society. The suggested amendments should be first considered by the Executive Council, and if approved these should be circulated and communicated to the members at least 21 days before the General Body Meeting for discussion on this proposal. The amendments will become operative immediately if passed by a 2/3rd majority of the members present at the said meeting. The General Secretary shall circulate the approved amendment.

ARTICLE XIV: Fellow of the Society

Eligibility:

Eminent persons in the field of Biological Engineering or in any related field or a person of significant scientific attainment from any country may be nominated as an Honorary Fellow, if so approved by the executive committee and the General Body. Members desirous of proposing such members must send details of the person to the General Secretary. An Honorary Fellow will not be entitled to hold office or vote. An Honorary Fellow may or may not be a Member of the society.

Procedure

Any member may propose name of Fellow with details in plain paper of such a person to the General Secretary. Selection will be decided by a committee consisting of the President, President-elect and General Secretary of the Society and subsequently approved by the Executive Committee and General Body.

Intimation: Selected candidate(s) will be intimated by the General Secretary.

Life-Time Achievement Award: Life-Time achievement award may be conferred on an individual with outstanding contributions in Biological Engineering or in any related field. Selection will be decided by a committee consisting of the President, President-elect and General Secretary of the Society and subsequently approved by the Executive Committee.

Institution of Excellence Award: This may be conferred on an Institution/Organization/Department/Centre with outstanding contributions in Biological Engineering or in any related field. Selection will be decided by a committee consisting of the President, President-elect and General Secretary of the Society and subsequently approved by the Executive Committee.