

## **RULES AND BYE- LAWS**

### **SOCIETY OF BIOLOGICAL CHEMISTS (INDIA)**

#### **RULES**

- I. The Society shall be known as the SOCIETY OF BIOLOGICAL CHEMISTS (INDIA) with Headquarters at the Indian Institute of Science, Bangalore 560 012. It shall be a non-profit organisation and is registered under the Mysore Societies Registration Act No. 3 of 1904 (Registration No. 1595/57-58).
  
- II. The object of the Society shall be the advancement of knowledge in the field of Biological Chemistry. The Society shall serve as a medium for the co-ordination of the activities of Biological Chemists and shall for this purpose,
  - a) arrange scientific meetings either under the exclusive auspices of the Society or jointly with others;
  
  - b) publish reviews, journal, abstracts of the scientific meetings in India and monographs.
  
  - c) support scientists attending and presenting a paper in an International Congress or FAOBMB meeting.
  
  - d) provide financial support for research scheme to support young research workers to carry out short term training activities.
  
  - e) provide travel fellowships to students to attend International meetings.
  
- III. Office- bearers of the Society : One President, three Secretaries and one Treasurer shall be the office-bearers of the Society.
  - a) The president shall hold office for two years.
  
  - b) The Secretaries and the Treasurer shall hold office for three years and are eligible for re-election.
  
  - c) No person shall be eligible to be an office-bearer of the Society unless he has been a member during the two preceding years.
  
- IV. The business of the Society shall be conducted by a Committee consisting of the office-bearers, three elected Vice-Presidents, members of the Editorial board and in addition, not more than thirty elected members of the Committee.

- a) The three Vice-Presidents shall hold office for two years and shall be eligible for re-election. One of the Vice-Presidents shall be resident at the Headquarters, when the President is not from Bangalore.
- b) The elected members of the committee shall comprise at least one member elected from each branch (Convenor) but not more than three from any branch. They shall hold office for three years and are eligible for re-election.
- c) No person is eligible to be a member of the Committee unless he has been a member of the Society in the previous year.

## **BYE- LAWS**

### **1. Membership**

#### **A) Honorary Members:**

The Committee may recommend to the General Body, the election of scientists of eminence in India and abroad as Honorary Members of the Society. Such Honorary members when elected by the General Body shall exercise all the rights of the Ordinary members. The number of Honorary members shall not exceed 20 and not more than two shall be elected in any one year.

#### **B & C) Life and Ordinary Members:**

Qualified Research Workers shall be eligible. Every nomination shall be duly proposed by a member of the Society on the application form supplied by the Secretary. The nomination shall be placed before the Committee, who shall have the power to admit him as a member or not.

#### **D) Student Members:**

Bonafide students of Colleges, Universities and Research Institutes working towards a degree (certified by the teacher) shall be eligible to be admitted as Student Members of the Society.

#### **E & F) Patron Members and Sustaining Members:**

Organizations interested in furthering knowledge in biological sciences are eligible. Nominations for election shall be sent by a member of the Society in the form of a letter and shall be approved by the Committee.

### **2. SUBSCRIPTION FOR MEMBERSHIP**

- A) No subscription shall be collected from Honorary members.
- B) Rs.1500/- shall be the subscription for Life membership.
- C) Rs. 250/- per year shall be the subscription for Ordinary membership

- D) Rs.200/- per year shall be the subscription for Student membership.
- E) Rs. 5,000/- collected in one installment shall be the subscription for Patron membership.
- F) Rs.1000/- collected in one installment shall be the subscription for sustaining membership.

The membership year shall be the Calendar year.

All yearly subscriptions should be paid before 31<sup>st</sup> March of that year. Any subscriptions received after April 1<sup>st</sup>, may be credited to the member's account for the succeeding year at the discretion of the Secretary. No new members may be enrolled for any year after July 31<sup>st</sup>.

### **3. PRIVILEGES OF THE MEMBERS**

- A) All the members are eligible to vote at the General Body Meeting. Patron and sustaining members shall have one vote each.
- B) Honorary, Student, Patron and sustaining members shall not be eligible for election as an office-bearer of the Society.
- C) At a meeting of the Society when an open invitation for abstracts is notified, every member is eligible to submit one abstract. No member is eligible to present more than one abstract. A member may be an author on any member of abstracts
- D) All members are eligible to receive the Proceedings of the Society

### **4. FORFEITURE**

- A) Any member who is in default of subscription for two consecutive years shall forfeit his membership.
- B) If at any time, the Committee be of the opinion that the interests of the Society require the removal of a member they shall submit the proposal, after giving due notice to the member concerned, to a General Body Meeting (Ordinary or Special) at which, if three-fourths of the members present and taking part in the voting, vote for the removal of the member, he shall forthwith cease to be a member of the Society.

### **5. THE COMMITTEE**

The affairs of the Society shall be managed by the Committee and the Secretaries shall act as the Executive officers of the Committee.

- A) The nominations of persons for election to the Committee shall be made by the outgoing Committee after considering the proposals received from members.
- B) The term of office of all office-bearers and members of the Committee of the Society shall commence from the date of election and shall extend till the assumption of office by their successors.
- C) A member of the Committee may resign his office by sending his resignation to the Committee and on its acceptance by the Committee, but not until then shall cease to be a member of the Committee.

- D) In the event of a vacancy arising in the Committee between two meetings of the General Body, the President in consultation with the Committee shall have powers to fill the vacancy from amongst the members of the Society till the next meeting of the General Body.
- E) The Committee shall have full powers to transact business in case of emergency not provided for in these bye-laws in a manner considered by them conducive to the good of the Society. Any such action taken or regulation formed shall be placed before the next General Body Meeting for consideration.
- F) Meetings of the Committee shall be held periodically at the discretion of the Committee. Nine members of the Committee shall form a quorum.
- G) At least eight day's notice of a meeting of the Committee shall be given by the Secretaries to each member of the Committee and such notices shall, as far as practicable, contain a statement of the business to be transacted at such meeting
- H) To transact urgent business, the Secretary shall be empowered to call for an extra-ordinary meeting of the Committee for which restrictions regarding notice and quorum will not apply. At least the President or one of the vice-presidents shall be present at this meeting and the decisions taken should be placed before the next meeting of the Committee for ratification.

## **6. ELECTION AND DUTIES OF THE COMMITTEE**

### **A) OFFICE-BEARERS**

#### **1) Election:**

The nominations for election as office-bearers of the Society shall be called for at least one month before the date of the Annual General Meeting. If no nomination is received for any office, the Committee shall be empowered to nominate. The nominations shall be duly proposed and seconded by a member of the Society. The approval of the nominee is to be obtained by the member nominating. An office-bearer shall be elected by a simple majority of the members present at the General Body Meeting. In case of contest, election may be by secret ballot.

#### **2) Duties:**

- a) The President shall be the executive and administrative Head of the Society and the other office-bearers shall work under his instructions and guidance. He shall preside over the General Body and Executive Committee meetings in

which he shall have a vote and a casting vote. In his absence one of the Vice-Presidents, or failing him any other member elected by the members present to preside over the meeting, shall have the same powers for the time being.

- b) The Secretaries shall be responsible for the day- to-day activities of the Society. They shall keep minutes of all proceedings of the Society and the Committee. They shall convene the meetings of the Society and the Committee. They shall maintain proper records of all properties of the Society and shall be responsible for their safe custody. This refers to all articles whether received for payment or in exchange, or as gift. They shall prepare and submit to the Annual General Body Meeting, an Annual Report describing the activities of the Society during the year.
- c) The Treasurer shall receive subscriptions, fees, donations and other funds of the Society and shall issue receipts in respect of each. He and one of the Secretaries nominated by the Committee shall operate the funds of the Society on behalf of the Committee. He shall maintain the accounts of the Society in the proper form and be responsible for the preparation and submission to the General Body an Annual Balance Sheet duly certified by the Auditor. He shall prepare a budget estimate of income and expenditure for each year and submit it for the approval at the Annual Meeting of the Society. He shall prepare a monthly statement of receipts and expenditures. This statement shall be signed by him and shall be approved by the Committee.

## **B) COMMITTEE:**

1. **Election:** The election shall be governed by Bye-law No. 6A(1)

### **2. Duties:**

- a) Vice-President: One of the Vice-Presidents shall perform the duties, and exercise the privileges of the President during the latter's absence or when specially requested by the President to do so.
- b) Committee: The Committee shall be responsible for the proper functioning of the Society.

## **7. THE GENERAL BODY**

- a) The General Body of the Society shall consist of all classes of members.
- b) The Annual General Body Meeting shall be held as far as possible every year in November or December at which
  - i) the report of the retiring Committee and the accounts for the year shall be considered;
  - ii) office-bearers for the new year shall be elected;
  - iii) scientific sessions shall be arranged where in members could present papers;
  - iv) such other business as the Chairman ( who shall be President or Vice President or a member who may be elected from amongst the members present) may allow, shall be transacted.
- c) The committee shall call for a meeting of the General Body any time by giving the members 30 days notice of the date and time and the object for which the meeting is convened, or on receipt of a demand in writing signed by not less than 50 members setting out the purpose for which they desire such a meeting. The Committee shall decide the place, date and the time of such a meeting. The quorum for the meeting of the General Body shall be 51 members.

## **8. EDITORIAL BOARD**

The Committee shall have the power to appoint an Editorial Board to look after the publications of the Society and the Editorial Board shall consist of 3 members and one of the Secretaries. The term of office of the Editorial Board shall be for one year.

## **9. FINANCE**

- a) The financial year of the Society shall commence from 1<sup>st</sup> April and end on 31<sup>st</sup> March of the year. The accounts of the Society shall be audited by a chartered accountant nominated by the Committee.
- b) The Committee shall control the finance of the Society and sanction expenditure within the limits of the budget approved by the General Body at its Annual Meeting. In cases of urgent necessity the Committee shall have powers to authorise any reasonable expenditure beyond the budgeted amount and report it to the General Body at its next meeting.
- c) The Society's bank account shall be operated by the Hon Treasurer and one of the Secretaries nominated by the Committee.

## 10. BRANCHES

- a) The Committee shall have the power to approve the formation of a branch of the Society in a locality where there are at least 20 members.
- b) To start a branch, the local members shall authorize one of them to act as the Convener. The convener shall write to the Secretary requesting the authorization of the Committee for starting a branch. On approval, the Convener shall be a member of the Committee and shall be responsible for conducting the affairs of the branch. The branch shall elect one of its members as a Hon. Auditor who shall audit all expenses of the branch.
- c) The Rules of the branch shall provide inter alia;
  - i) Name: Society of Biological Chemists (India) .....Branch;
  - ii) that the objects of the branch shall be same as those of the Society;
  - iii) that only members resident in that area allotted to the branch shall be eligible to be members of the branches;
  - iv) that the branch shall hold meetings from time to time for the purpose of advancing the objects of the Society, maintaining interest in the activities of the Society, reading papers and holding discussions.
- d) The branch shall be eligible to receive 25% of the subscription collected from members of the Society resident at the branch but not less than Rs.50/-. The Committee shall have the power to make ad-hoc grants to the branch on special request.
- e) The Convener shall submit to the Hon Secretary an audited statement of accounts and the report of the activities of the branch before September 30.
- f) The Convener shall be a member of the Committee and in addition the branch could nominate an additional member.

## 11. SYMPOSIA

Symposia are sponsored by the Society of Biological Chemists (India) on All India basis.

Symposium on a special subject arising out of suggestions from a member or a local branch of the Society shall be scrutinized by the Secretary and placed before the Committee for approval. The Committee shall have the authority to approve the holding of the Symposium.

For each Symposium a Convenor or Conveners shall be nominated by the Committee in consultation with the local group or branch.

The following are the guidelines for the organization of the Symposium:

1. The first announcement of the Symposium shall be made by the Headquarters of the Society of Biological Chemists, India as early as possible (normally 6 months prior to the meeting).
2. In the event the Symposium is run under joint sponsorship of the Society and other organization(s), SBC(I)'s name and participation shall be given equal prominence.
3. The Convenor is empowered to co-opt any member of the Society either of the local branch or outside to help in the organization of the symposium.
4. The duration of the Symposium shall not be ordinarily more than three days.
5. The Society shall contribute Rs.10,000/- for smaller cities and Rs.15,000/- for bigger cities.
6. The Convener shall have the freedom to obtain financial and other assistance from any institution, organization or Government. The Convener can charge a registration fee for attending the Symposium and he should attempt to give a concessional rate to the members of the Society.
7. The Convener shall furnish to the Headquarters of the Society of Biological Chemists (India) within three months of holding the Symposium, an audited account (a member of local branch can act as an Hon. Auditor) for all the money received the organization of the Symposium.
8. The Convener shall have the discretion to invite the speakers to the Symposium. It will be appreciated if the list of invited speakers is prepared in consultation with the office bearers of the Society of Biological Chemists (India).
9. The Symposium shall consist mainly of invited papers of 30 minutes to 60 minutes duration (25 min reading \_ 5 min discussion, or 50 min reading + 10 min discussion) and short papers on the topic submitted by members of the Society of Biological Chemists for reading in the symposium. It is desirable that the program is drawn up in consultation with the Secretary, Society of Biological Chemists (India).



10. The papers included in the program of the symposium shall pertain to the topic of the Symposium. There can, however, be an additional day set apart for reading of papers in fields other than the Symposium topic. This shall be only an activity of the local branch and the abstracts of the papers read here shall not form part of the symposium proceedings.
11. The abstracts of the papers included in the programme of the symposium shall be printed in the size and style of the Biochemical Reviews published by the Society of Biological Chemists (India). Printing of abstract is preferably done by the Headquarters so as to maintain uniformity in the getup of the Society publications. When the printing is done by the Convener, he shall supply to the Society a certain number of copies of the abstracts indicated by the Secretary.

The abstract shall conform to a specimen copy, which shall be sent to the Convener.

12. The Convener shall inform periodically the progress in the organisation of the symposium to the Secretary, Society of Biological Chemists (India).

## 12. PROCEDURE FOR MAKING MODIFICATIONS IN THE RULES

- a) **Rules** : The following procedure shall be observed for making any additions to or alterations in the Rules of the Society.

Proposals for additions to the alterations in existing rules by any member of the Society shall be sent to the Committee so as to reach them eight weeks before the Annual General Body Meeting. These proposals shall be placed before the General Body by the Committee.

The Rules are subject to alteration at the General Body Meeting when approved by not less than two-thirds of the members present and a simple majority of all the members of the Society. The Secretary shall be authorized to obtain this approval by post, if necessary.

- b) **Bye-Laws** : Same as per Rules except that the requirement of approval by a simple majority of all members of the Society shall not be necessary