

INDIAN GEOTECHNICAL SOCIETY
(CHENNAI CHAPTER)

MEMORANDUM OF ASSOCIATION

REGISTERED OFFICE

Department of Soil Mechanics, Anna University, Chennai 600 025.

1. AIMS AND OBJECTIVES

The aims and objectives for which the Society is established are as under: -

- a. To promote co-operation among the Engineers and Scientists for the advancement and dissemination of knowledge in the field of Geotechnical Engineering and related fields.
- b. The Society will accomplish its aim by making a concerted effort to educate the Indian Public particularly Tamil Nadu State, about the significance and importance of Geotechnical Engineering and by arranging to render unbiased advice on problems of Geotechnical Engineering.
- c. All the incomes, earnings, movable or immovable properties of the society shall be solely utilized and applied towards the promotion of its aim and objectives only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to present or past members of the society or to any person claiming through any one or more of the present or past members. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.
- d. To keep the parent body informed of activities and problems of interest in Tamil Nadu region
- e. Holding talks, seminars, field trips, etc. of interest to local members.
- f. To act as host to or assist the parent body when it holds its meetings, symposia, etc. in Tamil Nadu.

RULES AND REGULATIONS

1. NAME OF THE SOCIETY

The name of the Society shall be The "INDIAN GEOTECHNICAL SOCIETY (CHENNAI CHAPTER)" and shall hereinafter be referred to as "The Society".

2. MEMBERSHIP

2.1. The Membership of the Society is open to individuals, connected with or interested in the field of Geotechnical Engineering and related fields.

2.2. The Society shall have a life membership for individuals.

- a. Life membership for individuals
- b. Student membership

3. ENROLMENT FOR MEMBERSHIP

3.1 Individual Life Membership: The Individual life membership of the Society is open to individuals engaged in activities consistent with the aim of the Society. The minimum qualifications for individual membership shall be one of the following:

- a. Degree in Engineering or Equivalent.
- b. Diploma in Engineering with at least three years of certified experience in any of the fields stipulated in Article 2.1
- c. A Master's degree in Science or equivalent with two years of experience in any of the fields stipulated in Article 2.1

3.2. Application for Membership: Application for Membership of the Society shall be made to the Secretary of the Society. These applications are normally approved by the Secretary. In the event of any discrepancy, it may be placed in the Executive Committee.

4. MEMBERSHIP FEE

4.1. The fee for the Membership of the Society shall be for new members a one-time payment of Rs.100/- or any amount fixed by the general body, from time to time.

4.2. Student fee of Rs.50/-or any amount fixed by the general body, from time to time.

5. RIGHTS & PRIVILEGES OF MEMBERSHIP

5.1. All members are entitled to participate in the meeting / symposia / conferences / seminars of the society and receive publications of the Society as decided by the Executive committee from time to time.

5.2. The members shall also be entitled to receive those priced publications of the Society that are approved by the Executive Committee at concessional rates.

6. MANAGEMENT

Executive Committee, its formulation and functions:

6.1. An Executive Committee shall look after the management of Society consisting of the following:

- (i) Chairman of the Society (Chairman)
- (ii) The immediate Past-Chairman (Member)
- (iii) Secretary of the Society who would also be the Treasurer.
- (iv) Members elected from the individual members totaling a minimum of eight (Members).
- (v) Co-opted members – 3 Nos. These co-opted members are nominated by the Executive Committee and have no voting right.

7. ELECTION OF OFFICE BEARERS

7.1. Members of the Society shall elect the Chairman, Secretary cum Treasurer and

the members of the Executive Committee from amongst themselves.

8. PROCEDURE FOR ELECTION OF CHAIRMAN AND MEMBERS OF EXECUTIVE COMMITTEE

8.1. The following procedure will be adopted for the election of Chairman Secretary and other Members of the Executive Committee.

- a) The Secretary of the Society shall address all the individual Members calling for nominations for election of Chairman Secretary and Members of Executive Committee and a notice period of 10 days shall be given for receipt of nominations.
- b) Nominations received from the Members of the Society shall be printed on the ballot papers and circulated to all the members for election of Chairman, Secretary and other Executive Committee members. A period of 15 days shall be given for the receipt of ballot paper.
- c) The ballot papers received in double sealed envelopes by Secretary, shall be opened on a day announced in advance for this purpose and the votes counted for declaration of results. The candidate for election or their representatives shall be allowed to be present during the counting of votes. The teller for counting of votes shall be the Secretary and two non-candidate members appointed by the Executive Committee.

9. TERM OF EXECUTIVE COMMITTEE

The term of the Office of Executive Committee shall be for a period of two years, commencing from 1st October.

10. QUORUM OF EXECUTIVE COMMITTEE

The quorum for the Executive Committee Meeting shall be 1/3rd of the members of the Elected members. In case there is no quorum the meeting shall be adjourned and re-convened within half an hour. No quorum then shall be necessary for such reconvened Executive Committee Meeting.

11. FILLING OF CASUAL VACANCY

- a) Any casual vacancy, arising in the Executive Committee, shall be filled by nomination by the Executive Committee members and such nominated members, will hold office till the next General Body Meeting.
- b) If any Executive Committee Member is continuously absent for more than three meetings without written intimation then he automatically ceases to be a member of Executive Committee.

12. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have all the powers in the direction, management promotion of aims and objectives of the Society. All matters, which are of basic nature, shall be decided by the General Body.

13. FUNCTIONS OF OFFICE BEARERS

13.1. Chairman – Functions and Appointment

- a) In the event of the resignation or death of the Chairman, a new Chairman shall be nominated by the Executive Committee for the remaining term of the office.
- b) If the Chairman is unable to attend a particular Executive Committee meeting, the Executive Committee members present may elect from among themselves, by a simple majority, the member who should preside over the meeting.
- c) The prime duty of the Chairman shall be to foster the aims and objectives of the Society in the region. He shall preside over the Executive Committee meetings and the General Body Meetings. He may, in consultation with the Secretary, take decisions involving matters, which are of immediate nature consistent with the aims of the Society and report at the next Executive Committee Meeting.

13.2. Secretary – Functions

- a) The Secretary of the Society shall be responsible, under the general direction of the Chairman, to expand the frontiers of activities of the Society. He shall have the powers to sanction expenditure upto Rs.1000/- on-behalf of the Society within the framework of the approved budget. The Secretary shall also be responsible for publications of news bulletin and other publications.
- b) The Secretary shall prepare and issue agenda and minutes of the Executive Committee and the Annual General Body Meetings, correspond with members correspond with the Indian Geotechnical Society, New Delhi. He shall maintain receipts and payments account.
- c) He shall convene meetings of the Chapter.
- d) He shall organize the activities of the Chapter.
- e) He shall operate the funds of the Chapter.
- f) He shall take steps to raise funds for the Chapter in a manner decided by the Executive Committee.
- g) He shall, on behalf of the Chapter, receive gifts and donations from the parent body or any other organization.

14. GENERAL BODY

14.1. Definition

- a) The General Body shall consist of all members who have not specifically been disqualified by the Executive Committee.

14.2. Powers of General Body

- a) Supreme Authority of the Society shall be vested in the General Body.
- b) The General Body shall have, among other things, the powers to elect members of the Executive Committee.

14.3. Meeting of the General Body

- a) The Executive committee shall arrange General Body meetings periodically, at least twice during the term and minimum of notice given shall be clear 21 days for the purpose.
- b) The quorum for General Body Meeting shall be two times of the total Executive Committee members.
- c) In case of lack of quorum, the General Body shall be adjourned and reconvened after one hour when quorum shall not be necessary.

15. AMENDMENT TO THE CONSTITUTION

Amendment to the constitution, if any has to be approved by two third of the members present in the General Body. The draft amendment has to be sent to the members one month in advance.

15A. SUB-COMMITTEES

The Executive Committee may appoint from time to time among its members such sub-committees as they deem necessary or expedient with powers to co-opt both members and non-members and may delegate such of the powers and duties of the Executive Committee as the Executive Committee may determine. Such sub-committees shall not have any power to transact business other than that expressly authorized by the Executive Committee. Such a sub-committee shall have a convener and elect its Chairman and Secretary. The Chairman and Secretary as designated by the Executive Committee shall be ex-officio members of such sub-committees.

16. SOURCES OF INCOME & UTILISATION OF FUNDS

Funds of the Society

16.1. The Society shall raise funds for pursuing its aims and objectives through:

- a) Subscription from the members
- b) Conducting seminars and conferences
- c) Grants-in-aid from Government and other institution members
- d) Advertisements
- e) Any other source approved by the Executive Committee
- f) Sale of publications

16.2. The Society shall maintain a deposit account in any scheduled bank into which, subscriptions etc. collected shall be deposited. The said account shall be operated upon jointly by such persons as may be authorized by the Governing Body from time to time.

17. INVESTMENTS

17.1. The Executive Committee is empowered to invest any of the funds of the Society in Government securities or fixed deposits with any scheduled bank.

17.2. Withdrawals from the invested funds shall be made only with the approval of the Executive Committee to the extent of 25% per year of the funds so invested except where these are specifically required for the purpose of procuring fixed assets. This limit shall not apply if the funds are required for the purpose of investment in fixed assets.

17.3. Withdrawals of money may also be made with the approval of Executive Committee to utilise as seed money to conduct seminar. The amount may be paid to the convenor on written request.

18. ACCOUNTS AND AUDIT

19.1. The Society shall cause to maintain such books of accounts and other books in relation to its accounts in such form and in such manner as may in consultation with Auditors of the Society may prescribe.

18.2. The budget for each year shall be prepared by the Secretary in consultation with the Chairman and placed before the Executive Committee for its consideration and approval. Expenditure on any item not specified in the budget may be incurred by the Secretary subject to ratification by Executive Committee at its next meeting.

18.3. Financial year of the Society shall start from 1st of April each year and end on 31st March each year.

18.4. The accounts of the Society shall be audited by a Chartered Accountant every year and presented to the Executive Committee and General Body Meeting. Chartered Accountant shall be appointed by the Executive Committee and fee for the Auditor will be approved by the Executive Committee.

19. PUBLICATIONS OF THE SOCIETY

19.1. The Society will issue Annual Report, which shall include the audited statement of accounts of the previous year, and the Secretary's report.

19.2. The Society may publish a periodical Newsletter for disseminating the news from India and abroad to the members. The Executive Committee will nominate the editor for the newsletter.

20. COLLABORATION WITH THE NATIONAL SOCIETY

20.1. The Society will arrange for adequate representation from the chapter at the meetings of the National Society. AC-2-tier return fare will be borne by the chapter subject to a maximum of Rs.5,000/- . The Executive Committee may nominate Chairman, Secretary or any member of Executive Committee to represent the local chapter.

On return, the member nominated by the committee shall submit a comprehensive report on the activities and important decisions taken at the IGC, which will be, on approval of the committee published in the newsletter