

**THE INDIAN SCIENCE CONGRESS ASSOCIATION**

(Registered under Act XXI of 1860 : No.21093 of 1953-1954)

139

**REGULATIONS & BYE-LAWS**

**14, Dr.Biresw Guha Street, Kolkata – 700 017**

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**MEMORANDUM OF ASSOCIATION**  
**OF**  
**THE INDIAN SCIENCE CONGRESS ASSOCIATION**  
**(Registered under Act XXI of 1860 : No. 21093 of 1953-1954)**

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1. The name of the Society is The Indian Science Congress Association, hereafter called the Association.
  
2. The Registered Office of the Association shall be situated at 14, Dr. Bireswari Guha Street, Kolkata-700 017 in the State of West Bengal.
  
3. The objects of the Association shall be :-
  - (a) To advance and promote the cause of Science in India;
  - (b) To hold an annual Congress at a suitable place in India;
  - (c) To publish such proceedings, journals, transactions and other publications as may be considered desirable;
  - (d) To secure and manage funds and endowments for the promotion of Science including the rights of disposing of, or selling all or any portion of the properties of the Association;
  - (e) To do and perform any or all other acts, matters and things as are conducive to, or incidental to, or necessary for, the above objects.

**REGULATIONS**

**MEMBERS AND SUBSCRIPTION**

4. The Association shall consist of Members, Honorary Members, Sessional Members, Students Members, Institutional Members, Individual Donors and Institutional Donors.
  - (A) Membership of the Association shall be open to all persons with graduate or equivalent academic qualifications, interested in the advancement of science in India.

The Annual subscription of a member shall become due on the 1<sup>st</sup> April of each year. Any one whose subscription does not reach the office on or before the 15<sup>th</sup> July in any year, shall lose the right of voting and/or holding any office of the Association for the year. A member failing to pay the annual subscription by the end of March following shall cease to be a member.

- (B) Honorary Members of the Association shall be persons eminent for their contributions to science or who have rendered valuable service to the cause and development of science and its application for human welfare. Total number of such members shall be limited to 25 of whom not more than two shall be elected annually by the Council, by not less than two-thirds majority, on the recommendation of the Executive Committee. Such election shall be reported to the General Body at its Annual Meeting.
- (C) Sessional Members shall be those who join the Association for the Session only.
- (D) A person studying at the undergraduate and postgraduate level may be enrolled as a Student Member provided his application be duly certified by the Principal/Head of the Department.
- (E) An Institution paying a subscription as stipulated by the Association from time to time, shall be eligible to nominate one person as its representative to attend the Annual Session of the Science Congress. An Institutional Member shall be eligible to receive, free of cost, a copy of the complete set of Proceedings of the Annual Science Congress Session as also a copy each of the Association's journal, Everyman's Science.
- (F) A person paying the prescribed donation and possessing necessary academic qualification as in the case of a Member, shall be an individual Donor of the Association. He shall have all rights and privileges of a Member during his lifetime.
- (G) An institution paying the prescribed amount shall be an Institutional Donor of the Association, which shall have the right to nominate one person as its representative to attend Annual Session of the Science Congress. An Institutional Donor shall be eligible to receive, free of cost, a copy of the complete set of Proceedings of the Annual Science Congress Session as also the Association's journal, Everyman's Science.
- (H) Different categories of members shall pay subscription as decided by the Executive Committee from time to time.

### **RIGHTS AND PRIVILEGES**

5. A Member of the Association shall have the following rights and privileges—
  - (A) To contribute papers for presentation at the Session of the Congress.
  - (B) To receive free of charge, the usual publications issued by the Association for the Session and copies of Everyman's Science. A Member shall also be entitled to purchase other priced publications at a concessional rate.
  - (C) To seek election for any office of the Association provided the subscription is received by 15<sup>th</sup> July.
  - (D) An Honorary Member shall have the rights and privileges of a member but shall not be eligible to hold any office.
6.
  - (A) A Sessional Member shall have the right to receive free of charge, the usual publications issued by the Association relating to the Session of the Congress of which he is a member. A Sessional Member shall not have the right to vote or to hold any office. A Sessional Member shall not be eligible to participate in the business meetings of the Sections and the General Body.
  - (B) A Student Member shall have the right to submit papers for presentation at the Session of the Congress of which he is a member, provided such papers be communicated through a Member, or an Honorary Member of the Association. He/She shall not have the right to vote or to hold any office. A Student Member shall not be eligible to participate in the Business meetings of the Sections and the Sessional Body.

### **OFFICIAL YEAR**

7. The official year of the Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year. The same shall also be the financial year.

### **EXECUTIVE COMMITTEE**

8. There shall be an Executive Committee for the administration of the Association.
9. (A) The Executive Committee shall consist of the General President, the Immediate Past General President, the General President-Elect, the two General Secretaries, the Treasurer and ten members elected by the General Body, and Secretary or his nominee, Department of Science and Technology, Government of India.

- (B) For the purpose of election of 10 members to the Executive Committee by the General Body a Member with voting right (annual subscription being received by 15<sup>th</sup> July) or an Honorary Member may propose the name of any Member with voting right. No Member shall be allowed to propose more than one name. Such proposal, along with consent of the nominee, must reach the General Secretary (Membership Affairs) on or before the 10<sup>th</sup> September. The nominee shall have the right to withdraw his/her nomination by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September. The Executive Committee shall scrutinise the nominations. It may add upto three names or delete names for the Executive Committee by three-fourth majority of members present at the meeting of the Executive Committee. In respect of names added, consent shall be secured before treating these nominations as valid. The valid nominations shall be circulated to all Members with voting rights and Honorary Members for election to Executive Committee by postal ballot. The ballot papers shall be scrutinised and counted by the General President or his nominee and such of the General Secretaries as are present at the Session and the result of the ballot shall be announced at the meeting of the Executive Committee.
- (C) If any vacancy occurs in the Executive Committee after the Annual Session, but before the first Statutory Meeting, such a vacancy shall be filled up by the next person in the voting list of the Session, in case the vacancy occurs after the first Statutory Meeting, the Executive Committee shall fill up such vacancy.
- (D) Ten elected Members as in 9.(A) who have served on the Executive Committee for three successive years, shall not be eligible for election as members of the Executive Committee for a period of two years thereafter.
- (E) The Executive Committee shall co-opt as its members not more than two Local Secretaries for the ensuing Session of the Congress.

#### **POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

10. The powers and duties of the Executive Committee shall be as follows –

- (A) To manage the affairs of the Association and for this purpose to frame such regulations, as may be deemed necessary for the efficient administration of the Association, provided always that such regulations not being inconsistent with any thing contained in these Regulations and that they be reported to the next meeting of the Council and the General Body.

- (B) The Executive Committee shall recommend names to the Council for the election of (i) General President, (ii) General Secretaries, and (iii) Treasurer.
- (C) To consider in the first instance all important questions of policy.
- (D) To have the power to refuse admission or to expel any individual/institution/donor from membership of the Association.
- (E) To consider and to present to the General Body at its Annual Meeting, the Annual Report of the working of the Association and also the Audited Statement of the Income and Expenditure for the preceding financial year, the balance in hand, the assets and liabilities, together with the budget of the estimated income and expenditure of the ensuing financial year as submitted by the Finance and Establishment Committee, and appointment of Auditor.
- (F) To appoint salaried officers and staff as may be considered necessary and to prescribe their conditions of the service as recommended by the Finance and Establishment Committee.
- (G) To direct and manage the publication of the Proceedings and other publications of the Association through the Publication Committee.
- (H) To determine the constitution and to constitute of (i) an Advisory Committee every three years to discuss and advise on issues relating to the role; structure and function of the Association as may arise from time to time; (ii) a Finance and Establishment Committee every year which shall draft the budget, finalise the statement of accounts of the Association, deal with the cadre and recruitment rules and conditions of service, etc; (iii) a Publication Committee every year to help in editing the publications of the Association; (iv) an Endowment Committee every year to recommend matters related to endowments of the Association; and (v) a Standing Committee on Science and Society every three years to discuss various facets of Science and its Social Relations, to set-up Panel(s) on different subjects and to follow-up their recommendations/suggestions.
- (I) To constitute any other Committee(s)/Sub-committee(s) which may be considered necessary and to specify their terms of reference.
- (J) To enforce the Regulations and Bye-Laws, and generally to carry out the objects of the Association.
- (K) To frame Bye-Laws from time to time to conduct the business of the Executive Committee or any Committee appointed by it or of any Sub-Committee appointed by the latter.



- (L) To frame Bye-Laws from time to time to be approved by the Council and the General Body for the internal administration of the Association provided that such Bye-Laws are not in conflict with any of the Regulations.

### **MEETINGS OF THE EXECUTIVE COMMITTEE**

11. (A) There shall be three Statutory Meetings of the Executive Committee—one in Kolkata in May, and two at the venue of the Science Congress, one in October and the other during the Congress. Additional meetings, as may be necessary, may also be held. Notice for a such meeting, along with Agenda, shall be sent out at least a fortnight before the date of the meeting. Emergency meetings may, however, be convened by the General Secretaries, at the instance of the General President, giving a week's notice.
- (B) The ordinary method of voting shall be by show of hands, but on demand, the votes shall be taken by ballot.
- (C) The General President/Chairman shall be entitled to vote. When votes are equal, he shall have a casting vote.
- (D) Minutes of the proceedings of every meeting of Executive Committee shall be taken during its progress, by one of the General Secretaries, and in case of his absence by one of the members, whom the Chairman/General President may appoint for the purpose. The minutes shall afterwards be circulated to all members of the Executive Committee.
- (E) Seven members shall form a quorum.

### **COUNCIL**

12. There shall be a Council for considering all policy and business matters as may be referred to by the Executive Committee.
13. (A) The Council shall consist of (i) Members of Executive Committee, (ii) all such Members or Honorary Members of the Association who have held office as General President, General Secretary or Treasurer, (iii) Sectional Presidents (iv) seven members of the Association elected by the General Body, (v) one member to be nominated by The Kolkata Municipal Corporation, (vi) Editor-in-Chief of Everyman's Science, and (vii) a nominee of Indian National Science Academy (INSA) Council who is a member of ISCA.

- (B) For the election of 7 members to the Council by the General Body, any Member with voting right (annual subscription being received by 15<sup>th</sup> July) or an Honorary Member may propose the name of a Member with voting right. No Member shall be allowed to propose more than one name. Such proposal, alongwith consent of the nominee, must reach the General Secretary (Membership Affairs) on or before the 10<sup>th</sup> September. The nominee shall have the right to withdraw his/her nomination by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September. The Executive Committee shall scrutinise the nominations. It may add upto three names or delete names for the Council by three-fourth majority of members present at the meeting of the Executive Committee. In respect of names added, consent shall be secured before treating these nominations as valid. The valid nominations shall be circulated to all Members with voting rights and Honorary Members for election to Council by postal ballot. The ballot papers shall be scrutinised and counted by the General President or his nominee and such of the General Secretaries as are present at the Session and the result of the ballot shall be announced at the meeting of the Executive Committee.
- (C) If any vacancy occurs in the Council after the Annual Session but before the first Statutory Meeting, such a vacancy shall be filled up by the next person in the voting list of the Session. In case the vacancy occurs after the first Statutory Meeting, the Executive Committee shall fill up such vacancy.
- (D) Seven elected Members as in 13.(A)(iv) who have served on the Council for three successive years, shall not be eligible for election as members of the Council for a period of two years thereafter.
- (E) Three statutory meetings of the Council shall be held during the year including one at Kolkata and two at the venue of the Science Congress, One in October and the other during the Annual Congress..
- (F) One third of members shall form a quorum.

### **GENERAL BODY**

14. There shall be a General Body consisting of all the Members (with voting right) and Honorary Members of the Association.
15. (A) The Annual Meeting of the General Body shall be held during each Session of the Congress. One third of the Members with voting right personally present at the commencement of the meeting shall form the quorum for this meeting. The business of the meeting shall be ordinarily as follows :-

- (i) Confirmation of the minutes of the last meeting;

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- (ii) Announcement of the results of elections of General President, General Secretaries, Treasurer, Members of the Executive Committee and Council, Sectional Presidents and Sectional Recorders, Members of all Sectional Committees;
- (iii) Announcement of the names of the awardees under ISCA Young Scientists' Programme;
- (iv) Announcement of the names of those judged as best poster presented during the Congress;
- (v) Recommendations on the Focal Theme;
- (vi) Annual Report along with Audited Statement of Accounts of the previous year;
- (vii) Appointment of an Auditor;
- (viii) Venue of the next Session and announcement of its Focal Theme;
- (ix) Any other matter with the permission of Chair.

Decisions shall ordinarily be taken by a show of hands of the majority of members present and voting at the meeting. Any member may, however, demand a ballot on any question and the ballot shall be taken at the meeting.

- (B) An Ex-ordinary General Body Meeting shall be convened to discuss any specific matter during the Session of the Congress if requisition signed by not less than 200 Members with voting right be received by the General Secretary (Membership Affairs) a month before the commencement of the Session.

### **GENERAL PRESIDENT**

- 16. (A) The Association shall have a General President. The General President shall be elected annually by the Council from among three names recommended by the members of the Executive Committee in accordance with procedure laid down in the Regulations. The election shall be by postal ballot. The ballot papers shall be scrutinised by the Executive Committee at a meeting to be held prior to meeting of the General Body and the result shall be reported to the Executive Committee, Council and the General Body at its annual meeting.

- (B) The General President shall assume office on the 1<sup>st</sup> of April and relinquish on

the 31<sup>st</sup> March of the succeeding year.

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(C) Powers and duties of the General President shall be as follows :-

- (i) He/she shall deliver his Address at the inauguration of the Annual Session and shall preside over the deliberations in the Plenary Session of the Focal Theme.
- (ii) He/she shall be an ex-officio member of all Committees constituted by the Executive Committee and shall preside over meeting of the Executive Committee, the Council, the General Body and the Statutory Committees, and to regulate the proceedings at such meetings. In the absence of the General President, members of the body shall elect one among the members present to act as the Chairman.
- (iii) He/she shall have the power of summoning through one of the General Secretaries a special meeting of the Executive Committee or of the Council giving a week's notice to all members thereof.
- (iv) To ensure the effect being given to these Regulations.
- (v) In absence of any definite Regulation on any questions likely to arise in connection with administration of the Association or in the case of a doubt as to the interpretation of any of the Regulations, the General President shall give a decision and his/her ruling or interpretation shall prevail for the time being.

(D) Election of General President shall be as follows :-

- (i) The General Secretary (Membership Affairs) shall invite nominations for the office of the General President of the Association by a circular letter to the members of the Council not later than the 1<sup>st</sup> August. Such circular shall include a list of the General President of the past 15 years, and the scientific disciplines in which they had specialised. The nominee shall be a member with voting right.  
Nominations along with the consent of the nominee shall reach the General Secretary (Membership Affairs) and later than 10<sup>th</sup> September.
- (ii) The General Secretary (Membership Affairs) shall circulate the nominations received to the nominees for information by 15<sup>th</sup> September. They will have the right to withdraw if they so desire by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September.
- (iii) The nominations, along with withdrawal letter, if any, shall be placed for selection of three names before the statutory meeting of the Executive

Committee to be held in October.

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If less than three names are available, the Executive Committee shall suggest other name or names to make the total of three names. In respect of name or names added, consent shall be secured before treating such nomination(s) as valid.

- (iv) The three names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Council for election of the General President by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) not later than 15<sup>th</sup> December.
- (v) These ballot papers shall be scrutinised and counted as the General President may direct at a statutory meeting of the Executive Committee to be held on the day previous to the commencement of the Session of the Congress. In case of tie, this should be resolved by drawing of lots. The result of the election shall be announced by the General President at the meeting.
- (vi) The results shall be reported to the Council and the General Body.
- (vii) In the case of elected General President is unable to function as such, the Immediate Past General President or any one of the Past General Presidents will be invited by the Executive Committee to be General President of the Congress for the year.

### **GENERAL SECRETARIES**

- 17. (A) There shall be two General Secretaries from among the Members with voting right viz. General Secretary (Membership Affairs) and General Secretary (Scientific Activities). They shall be elected by postal ballot by the Council from amongst two names recommended by the Executive Committee for the office of each of the General Secretaries in accordance with procedure laid down in the Regulations. The result of election shall be reported to the Executive Committee, Council and the General Body at the meetings during the Annual Session.
- (B) Powers and duties of the General Secretaries shall be as follows :-
  - (i) The General Secretaries shall hold office for a period of three years from 1<sup>st</sup> April following the date of election.
  - (ii) To be ex-officio members of all Committees constituted by the Executive Committee.

- (iii) To conduct the affairs of the Association, in accordance with the Regulations, provided always that some of the powers and duties may be delegated, with the approval of the General President. The matter shall be reported at the next meeting of the Executive Committee.
  - (iv) To record, or cause to be recorded, the proceedings of the meetings of the Association during their progress.
  - (v) To be custodian of important documents and papers of the Association.
  - (vi) To exercise supervision over exchange or sale of books and other publications of the Association and to report such sales or exchanges to the Executive Committee at the next meeting for approval.
  - (vii) To delegate some of their powers and duties by mutual agreement among themselves, to the Local Secretaries during the Annual Session of the Congress.
  - (viii) To exercise general supervision over the salaried staff and all affairs of the Association and to fine or suspend any member of the salaried staff for gross negligence of duty or misconduct. Cases of suspension shall be placed before the Executive Committee within a period of three months for consideration.
- (C) Election of General Secretaries shall be as follows :-
- (i) The General Secretary ( Membership Affairs) shall invite nominations for the office of the General Secretaries of the Association by a circular letter to the members of the Council not later than the 1<sup>st</sup> August. The nominee should be a Member with voting right.  
  
Nominations along with the consent of the nominee shall reach the General Secretary (Membership Affairs) not later than 10<sup>th</sup> September.
  - (ii) The General Secretary ( Membership Affairs) shall circulate the nominations received to the nominee for information by 15<sup>th</sup> September. They will have the right to withdraw if they so desire by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September.
  - (iii) The nominations, along with withdrawal letter, if any, shall be placed for selection of two names for each of the offices of the General Secretaries before the statutory meeting of the Executive Committee to be held in October.

If less than two names are available, the Executive Committee shall suggest other name or names, to make the total of two names. In respect of name or names added, consent shall be secured before treating such nomination(s) as valid.

- (iv) The two names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Council for election of each of the officers by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) not later than 15<sup>th</sup> December.
- (v) These ballot papers shall be scrutinised and counted as the General President may direct at a statutory meeting of the Executive Committee to be held on the day previous to the commencement of the Session of the Congress. In case of tie, this should be resolved by drawing of lots. The result of the election shall be announced by the General President at the meeting.
- (vi) The result shall be reported to the Council and the General Body.

#### **TREASURER**

18. (A) There shall be a Treasurer elected by a postal ballot from amongst two names recommended by the Executive Committee from among the Members with voting right in accordance with procedure laid down in the regulations. The result of the election shall be reported to the Executive Committee, Council and the General Body at the meetings during the Annual Session.

(B) Powers and duties of the Treasurer shall be as follows :-

- (i) He shall hold office for a period of three years from 1<sup>st</sup> April following the date of election.
- (ii) To be the Convener of the Finance Committee and also an ex-officio member of all Committees.
- iii) To receive and hold jointly with the General Secretary (Membership Affairs) on behalf of, and for the use of the Association all moneys received by the Association, to disburse all sums due from the Association and to keep accounts of all such receipts and disbursements.

In the absence of General Secretary (Membership affairs) / Treasurer or Treasurer / General Secretary (Membership affairs) shall have the power to disburse any dues, jointly with the Executive Secretary. In the absence of the Executive Secretary, the Executive Committee shall have the Power to

authorise any other officer.

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- (iv) To submit all accounts and vouchers of receipts and disbursements annually to the Finance and Executive Committee for examination and also to the auditors when required by them.
- (v) To keep separate accounts of funds, if any, administered by the Association on behalf of government or any individual or organisation.

(C) Election of Treasurer shall be as follows :-

- (i) The General Secretary (Membership Affairs) shall invite nominations for the office of the Treasurer of the Association by a circular letter to the members of the Council not later than the 1<sup>st</sup> August. The nominee should be a Member with voting right. Nominations along with the consent of the nominee shall reach the General Secretary (Membership Affairs) not later than 10<sup>th</sup> September.
- (ii) The General Secretary (Membership Affairs) shall circulate the nominations received to the nominee for information by 15<sup>th</sup> September. They will have the right to withdraw if they so desire by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September.
- (iii) The nominations, along with withdrawal letter, if any, shall be placed for selection of two names before the statutory meeting of the Executive Committee to be held in October.  
If less than two names are available, the Executive Committee shall suggest other name or names, to make the total of two names. In respect of name or names added, consent shall be secured before treating such nomination(s) as valid.
- (iv) The two names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Council for election of the Treasurer by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) not later than 15<sup>th</sup> December.
- (v) These ballot papers shall be scrutinised and counted as the General President may direct at a statutory meeting of the Executive Committee to be held on the day previous to the commencement of the Session of the Congress. In case of tie, this should be resolved by drawing of lots. The result of the election shall be announced by the General President at the meeting.
- (vi) The result shall be reported to the Council and the General Body.



**TERMS OF OFFICE OF  
GENERAL SECRETARIES AND TREASURER**

19. The terms of office of each General Secretary and of the Treasurer shall be for a period of three years and they shall not be eligible for re-election to the same office for a period of two years after the termination of appointment.
20. In the event of an interim vacancy amongst the General Secretaries and the Treasurer, the Executive Committee shall have the power to appoint a General Secretary and/or the Treasurer from amongst the past General Secretaries and Treasurers till the regular incumbent is elected and takes over, as per Regulations.

**LOCAL SECRETARIES AND ORGANISING COMMITTEE**

21. There shall be two or more Local Secretaries for each Session of the Congress. They shall be appointed by the Organisation inviting the Congress to hold the Session. Not more than two of the Local Secretaries as recommended by the host Institution shall be co-opted as members of the Executive Committee. Two Local Secretaries co-opted on the Executive Committee, must be Members with voting right.
22. There shall be an Organising Committee for each Session of the Congress to be constituted by the host Institution.

**SECTIONAL OFFICERS AND SECTIONAL COMMITTEES**

23. For the purpose of scientific deliberations during the Session of the Congress, there shall be such Sections, corresponding to different branches of sciences, as may from time to time be constituted by the General Body on the recommendations of the Executive Committee and the Council. It shall be competent for any Section, after its first day's meeting at the Session, to hold its scientific meetings in sub-section, for the purpose of dealing conveniently with different groups of papers submitted to the Section for presentation. To conduct deliberations in each sub-section, a separate chairman and a reporter may be appointed by the Sectional President, in consultation with the Sectional Committee. Persons thus appointed will not however be considered as Sectional Officers. In each Section, there shall be the following Sectional Officers: The President, the Recorder and the Local Sectional Secretary, all being Members with voting right.

24. The President and the Recorder shall be elected by the Sectional Committee from among the Members with voting right in accordance with procedure laid down in the Regulations for the purpose. There shall be a Local Sectional Secretary who shall be appointed by the Executive Committee, on the recommendation of the Local Secretaries.

25. (A) The Sectional President shall be elected annually. The term of office of the Recorder shall be for a period of two years following elections.

(B) The work of each Section shall be conducted by a Sectional Committee, which shall consist of the following :

(i) Sectional Officers (*vide* Regulation 23).

(ii) All Members with voting right who have been Presidents of the Section or who have served as Recorders for full term.

(iii) Four Members with voting right elected annually by the Members with voting right who have opted for participation in the concerned Section in accordance with the Regulations made for the purpose.

(C) The Sectional President and the Sectional Recorder shall be executive officers of the Section. They shall have power to act on behalf of the Sectional Committee in any matter of urgency, which can not be brought before the Sectional Committee for consideration, but they shall report such action to the Sectional Committee at its next meeting.

(D) The Sectional President shall be convener of the meetings of the Sectional Committee and shall preside over all meetings of the Committee. His/her ruling shall be final on all points of order that may arise.

In the absence of the President at any meeting of the Sectional Committee the senior-most past President of the Section, present at the meeting, shall take the chair. In the absence of any past President, the Sectional Committee shall elect a Chairman for its meeting.

(E) The Sectional Committee shall meet prior to the first meeting of the Section, and thereafter during the Session, unless otherwise determined by the Sectional Committee.

(F) The Sectional Recorder shall act as the Secretary of the Sectional Committee and shall maintain a proper record of the proceedings of the Sectional Committee and of the Section in a book provided for the purpose. The Local Sectional Secretary shall be responsible for all local arrangements for the work of the Section in consultation with the Local Secretaries.

(G) Election of Sectional Presidents, Recorders and Members shall be as follows :-

**General :**

- (i) Only Members with voting right are eligible for being nominated or elected as President, Recorder or Members of a Sectional Committee.
- (ii) Each Member with voting right may designate one Section in which he wishes to be enrolled as a voting member.

Members with voting right who do not designate the Section in which they wish to be enrolled, will not be entitled to vote for the election of members of the Sectional Committees.

- (iii) No person shall serve concurrently in more than one Sectional Committee. If any past President or Recorder of a Section be elected as President or Recorder for some other Section, membership of the earlier Sectional Committee will cease.

**(A) Officers :**

The President shall be elected annually, while the Recorder shall hold office for two years.

Copies of printed forms inviting nominations for the offices of President and Recorder (when the office is vacant) for the ensuing session will be circulated to members of the respective Sectional Committees by the General Secretary (Membership Affairs) not later than the 10<sup>th</sup> August. Such nominations of Members with voting right shall be accompanied by a statement of qualification of the nominees for the office and their willingness in writing to accept the same if elected thereto.

Nominations along with a statement of qualification and the consent of the nominees shall reach the General Secretary (Membership Affairs) not later than 10<sup>th</sup> September.

The nominee shall have the right to withdraw his/her nomination by writing to

the General Secretary (Membership Affairs) by 25<sup>th</sup> September.

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The nominations will be placed before the Council in its October meeting. The Council will have the right to add or delete name(s), if necessary, to the list of nominations received in respect of any Section and will recommend the final panel at most three names. In respect of name or names added, a statement of qualification of the nominee(s) for the office and their willingness in writing to accept the same, if Elected thereto, shall be secured before treating such nomination(s) as valid.

The names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Sectional Committee for election of President and Recorder (when the office is vacant) by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) at Headquarters not later than 15<sup>th</sup> December.

These ballot papers shall be scrutinised and counted by a group of Council Members to be appointed by the Executive Committee in its meeting previous to the commencement of the Session of the Congress.

The results of election shall be reported to the Executive Committee and the Council in their adjourned meeting and subsequently announced in the General Body meeting.

**(B) Members of the Sectional Committee:**

At the meeting of the Section held during the Session, persons enrolled as voting members of the section will be asked to propose the names of persons enrolled as voting members to serve the Sectional Committee. In proposing names steps should be taken so that the various branches of the discipline included in the Section and geographical regions within the country are represented.

At the meeting of the Section, the Recorder shall write the names of the proposed candidates on the black board in alphabetical order. Members will vote by ballot.

The results of voting shall be kept confidential and handed over to the Camp Office of the General Secretaries for scrutiny by the Executive Committee and announcement at the meeting of the Council and General Body. In case of a vacancy during the year, the vacancy may be filled up, if specially desired by the Executive Committee.

26. **DUTIES OF THE EXECUTIVE SECRETARY**

The Executive Secretary shall be a full time employee of the Association. He shall both the have legal responsibilities and accountability and shall be responsible for general administration. He shall act under the supervision of a Co-ordination Committee consisting of General Secretaries and Treasurer. The disciplinary authority shall be the General President.

27. **STATUTORY COMMITTEES**

**(I) Advisory Committee :** An Advisory Committee shall be constituted every three years to discuss and advise on the issues relating to the role, structure and function of the Association as may arise from time to time for consideration by the Executive Committee. The composition of the Advisory Committee shall be as follows :

(i) General President	...	Chairman
(ii) General President-Elect	...	Member
(iii) Six permanent Members of the ISCA nominated by the Executive Committee	...	Members
(iv) General Secretary (Scientific activities)	...	Member
(v) Treasurer	...	Member
(vi) General Secretary (Membership affairs)	...	Convener
(vii) Executive Secretary	...	Member (without voting right)

**(II) Finance & Establishment Committee :** A Finance & Establishment Committee shall be constituted every year to draft the budget and finalise the statement of accounts of the Association for consideration by the Executive Committee, to frame cadre and recruitment rules, condition of service and all other matters relating to establishment for consideration by the Executive committee. The composition of the Committee shall be as below :

(i) General President	...	Chairman
(ii) Immediate Past General President	...	Member
(iii) General President-Elect	...	Member
(iv) General Secretary (Membership Affairs)	...	Member
(v) General Secretary		

(Scientific Activities) ... Member

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(vi) Nominee of DST ... Member  
(vii) Treasurer ... Member  
-Convener  
(viii) Executive Secretary\_ ... Member  
(without voting right)

**(III) Publication Committee :**

**(A)** A Publication Committee shall be Constituted every year to help in editing the publications of the Association. The Committee shall consist of :

(i) General President ... Chairman  
(ii) General President-Elect. ... Member  
(iii) Treasurer ... Member  
(iv) Editor-in-Chief ... Member  
(v) One nominee of  
General President ... Member  
(vi) General Secretary  
(Scientific Activities) ... Member  
(vii) General Secretary  
(Membership Affairs) ... Member  
-Convener  
(viii) Executive Secretary ... Member  
(without voting right)

**(B)** There shall be an Editorial Board to help edit the Association's journal Everyman's Science. The Board shall comprise :

1. Editor-in-Chief ... Chairman  
2. Five Editors, one each  
representing the five areas, viz.  
(a) Physical Sciences  
(b) Biological & Medical Sciences  
(c) Earth Sciences, Engineering  
& Material Sciences,  
(d) Social Sciences and  
(e) Medical and Animal Sciences  
including Physiology ... Members  
3. General Secretary  
(Scientific Activities) ... Member  
4. General Secretary  
(Membership Affairs) ... Member  
-Convener

5. Executive Secretary	...	Editorial Secretary & Member (without voting right)
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The Editor-in-Chief shall be nominated by the Executive Committee and the Editors shall be nominated by the General President in consultation with the Editor-in-Chief.

The term of the Editorial Board shall be three years. The assistance of the Editorial Board may also be sought for other publications of the Association.

**(IV) Endowment Committee :** An Endowment Committee shall be constituted every year to give recommendations in the matters related to endowments of the Association. The composition of the Committee shall be as below :

(i) General President	...	Chairman
(ii) General President-Elect.	...	Member
(iii) Two members from the Council of ISCA nominated by the Executive Committee	...	Members
(iv) Treasurer	...	Member
(v) General Secretary, (Scientific Activities)	...	Member
(vi) General Secretary (Membership Affairs)	...	Member -Convener
(vii) Executive Secretary	...	Member (without voting right)

**(V) Standing Committee on Science and Society :** A Standing Committee on Science and Society shall be constituted every three years to discuss various facets of Science and its Social Relations, to set-up their recommendations/suggestions. The composition of the Standing Committee on Science and Society shall be as follows :

(i) General President	...	Chairman
(ii) General President-Elect.	...	Member
(iii) Three permanent Members of the ISCA Council nominated by the Executive Committee	...	Members
(iv) Treasurer	...	Member
(v) General Secretary, (Scientific Activities )	...	Member

(vi) General Secretary (Membership Affairs)	...	Member -Convener
(vii) Executive Secretary	...	Member (without voting right)

28. **APPLICATION FOR MEMBERSHIP**

Applications for membership will ordinarily be dealt with by the General Secretary (Membership Affairs) at the Headquarters of the Association upto the 15<sup>th</sup> December. After that date, application forms for membership will be available at the Office of the Local Secretaries, who will open a separate account for collection of membership fees. The amount thus realised, together with list of members enrolled by them, unused cards, shall be forwarded to the General Secretary (Members Affairs) immediately after the close of the Congress.

29. **CHANGE OF REGULATIONS**

The following procedure shall be observed for making any addition to, or alteration in, the Regulations of the Association :

- (A) Proposal for additions to, or alteration in, the existing Regulations may be made by the Executive Committee, the Council, the Members with voting right or the Honorary Members of the Association. Such proposals, along with amendments, if any and the opinions thereon, of the Executive Committee and the Council, shall be placed before the General Body for its consideration at its Annual Meeting during the Session of the Congress.
- (B) The General Body shall have at least one month's previous notice of the proposals made by the Executive Committee or by the Council. At least six week's previous notice of proposals made by Members with voting right or Honorary Members shall be given to the General Body.
- (C) Proposals by Members with voting right or Honorary Members shall be sent to the General Secretary (Membership Affairs) at Headquarters so as to reach him at least two months before the meeting of the General Body at which they are to be considered. The General Secretary (Membership Affairs) shall circulate such proposals to all Members with voting right and Honorary Members at least six weeks before the meeting of the General Body.



(D) Any amendments to the proposals circulated in accordance with Regulation 32(C) shall be sent by Members with voting right or Honorary Members to the General Secretary (Membership Affairs) so as to reach him at least a month before the meeting of the General Body. Amendments to proposals from the Executive Committee or the Council shall reach the General Secretary (Membership Affairs), at least two weeks before the meeting of the General Body.

(E) At the meeting of the General Body, the voting on such proposals and amendments, shall be in accordance with Regulation 15 and the proposals shall be accepted if three-fourth of the number of Members (with voting right) present, cast their vote in favour of the proposals.

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## **BYE-LAWS**

### **1. ADDRESSES OF SECTIONAL PRESIDENTS**

- (i) The Sectional President shall deliver a Presidential Address, the time available for which will normally be 45 minutes. The manuscript of the address, ready for the press, should be received by the General Secretary (Membership Affairs) on or before 31<sup>st</sup> October of the calendar year preceding the session. The manuscript of the address of any Sectional President received beyond the above date shall be printed by ISCA Office only at its earliest convenience. It should be accompanied by 6 copies each of short popular summary (about 500 words for the press) and more detailed technical summary for publication in scientific journals.
- (ii) The President shall be entitled to receive 50 copies of his address without charge, and additional copies at cost.
- (iii) Postage and stationery expenses, not exceeding a limit to be decided by the Executive Committee from time to time, as may be incurred in connection with the work by the Sectional Presidents and Conveners of Panels to be appointed by the Standing Committee on Science and Society, will be borne by the Association on production of a certificate.

### **2. PROCEDURE FOR COLLECTION OF PAPERS FOR THE SECTIONS**

About the middle of April a printed circular will be forwarded to the President of each Section for sending these to workers in the branch of science with his Section is concerned, inviting them to contribute papers for presentation at the Session.

The circular will contain a clause inviting workers as are not yet members of the Association to join as such.

In case of papers by joint authors, each author must be a member.

### **3. SUBMISSION OF PAPERS**

- (i) All papers submitted for presentation at the Session of the Congress shall be forwarded to the Sectional President so as to reach him not later than 15<sup>th</sup> of September preceding the Session. The abstracts of only the papers received by the Sectional President on or before the 15<sup>th</sup> of September, and accepted for presentation

at the Session, shall be printed in Part II of the Proceedings, such abstracts as do not conform to the requirements in respect of the limit in size etc. mentioned under Bye-Laws 3.(ii) will be withheld from publication even if the related papers be otherwise found suitable for presentation

- (ii) The NUMBER of papers, whether in single or in joint authorship, which could be accepted from a member for presentation at the Science Congress Session, is restricted to TWO. A copy of complete paper accompanied by an abstract, in triplicate, NOT exceeding ONE HUNDRED words and NOT containing any diagram or formula, should reach the Sectional President latest by SEPTEMBER 15 each year.
- (iii) All papers submitted for presentation at a Session of the Congress shall be checked by the General Secretary (Membership Affairs), in regard to the standing of the authors of the papers as members of the Association. Each paper together with a copy of its abstract shall be sent by Sectional President concerned to the General Secretary (Membership Affairs), after screening and acceptance, if found suitable. All reports of referees shall be confidential. The decision of the Sectional President regarding the acceptance of any paper shall be final.
- (iv) Abstracts of only the papers received by the Sectional President on or before the 15<sup>th</sup> September, and accepted for presentation at the Session, shall be printed in Part II of the Proceedings. No paper will be entertained after 15<sup>th</sup> September.
- (v) **ISCA Programme for Young Scientists** : The programme enables Young Scientists to present their research work with opportunities to exchange ideas in relevant scientific problems with the counterpart and specialists. Only Members (Ordinary) who had paid their subscription on or before May 31 for the particular year and Life Members are eligible to apply for the ISCA Young Scientists Award Programme, provided their age does not exceed 32 years as reckoned on December 31, preceding year of the Award.

Four copies of the full paper along with 4 copies of abstract in about 300 words shall have to reach the office of the General Secretary (Membership Affairs) on or before May 31, preceding year of the Award. Full name, designation, address and date of birth supported by appropriate certificate and the section where it is desired to be presented shall have to be indicated clearly on the top of the first page of the full paper as well as on the top of 4 copies of abstract. A Member could present only 1 paper in only 1 section and not a second paper with the same or any other contents in any other sections, for the year under consideration for competing in the ISCA Young Scientist Award Programme. The Awards will be given during the Science Congress Session.

#### 4. PUBLICATION OF PROCEEDINGS

The Proceedings of the Indian Science Congress Association shall be published in three separate parts with the contents as follows :

<b>Part I</b>	Contents	List of Officers, Proceedings of the Inaugural Meeting of the Session (including the General Presidential Address)
<b>Part II</b>	”	Sectional Presidential Addresses, Abstracts of Platinum Jubilee Lectures, Papers accepted for presentation at the Session in accordance with Bye-Law 3.(iv), Symposium and Young Scientists Award Programme
<b>Part III</b>	”	All official matters, List of Members of the Association, Annual Report, Index.

The Part I and Part II of the Proceedings will be for sale but Part III will be preserved as an Office Document.

**C:ISCA Regulations & Bye-Laws/P.1-28/KN.**