

RULES AND REGULATIONS
OF
“ASSOCIATION OF CHEMISTRY TEACHERS [ACT]”

1) **Definitions of Terms Used in Rules and Regulations**

In the interpretation of these Rules and Regulations unless there is something inconsistent with the subject or context requires -

- a) "The Association means the “Association of Chemistry Teachers.
- b) "Executive Council", means the Executive Council of the Association of Chemistry Teachers.
- c) "General Body" means the general body of the Association of Chemistry Teachers.
- d) "Member" means a person or an association, who has been admitted as member of the Association of Chemistry Teachers, according to the Rules and Regulations of the Society and has paid the requisite membership fee and shall not have resigned in accordance with the Rules and Regulations.
- e) "Office Bearer", means the office bearer of the Association of Chemistry Teachers as defined by the respective rule.
- f) "President", "Vice President", "General Secretary", "Secretary" or "Treasurer" means, the respective office bearers of the Association of Chemistry Teachers.

2) **Name of the Society:** - Association of Chemistry Teachers

3) **Address of the Office of the Society:** - Homi Bhabha Centre for Science Education (TIFR) V.N. Purav Marg, Mankhurd, Mumbai 400 088.

4) **Objectives of the Society -**

- a) To advance the cause of Chemistry Education by means of curriculum development, innovation of teaching methods and materials and improvements in evaluation methods.
- b) To inculcate in the students a love for the subject and to nurture talent available at all levels with special reference to National & International Chemistry Olympiads and other quality competitive examinations.
- c) To liaise with State Education Boards, University Boards of Studies in Chemistry and other relevant bodies to give inputs in Chemistry syllabi and to suggest improvements in examination procedures.
- d) To liaise with national level research institutions and industries.
- e) To publish a newsletter and monographs.
- f) To maintain a homepage and widen the membership by networking through internet.
- g) To organize an annual National Convention of Chemistry Teachers (NCCT), Chemistry workshops and symposia.
- h) To encourage and train teachers to undertake Post graduate/doctoral studies in Science Education in general and Chemistry particular.
- i) To liaise with similar organizations in Physics, Biology, and other science subjects and foster inter-disciplinary studies and research.
- j) To undertake any other activity towards the cause of Chemistry Education.

- 5) **Area of Operation:** All over India. The following six zones have been created for the effective functioning of the Association.

No	Zone	Area
1	Western Zone	Maharashtra, Gujarat, Goa, Union Territories of Daman and Diu, Dadra and Nagar Haveli.
2	Northern Zone	Jammu and Kashmir, Punjab, Haryana, Himachal Pradesh, Uttaranchal, Delhi, Uttar Pradesh, Union Territory of Chandigarh.
3	Central Zone	Rajasthan, Madhya Pradesh, Chattisgarh.
4	Eastern Zone	West Bengal, Bihar, Jharkhand, Orissa, Sikkim, Union Territories of Andaman and Nicobar Islands.
5	North-Eastern Zone	Assam, Tripura, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya.
6	Southern Zone	Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Union Territories of Pondicherry, Lakshadweep.

6) **Accounting Year:**

The accounting year of the Association shall be 1st April of an year to 31st March of the next year.

7) **Membership and Procedure of Enrolment:**

- a) Any member who is/was a teacher of Chemistry or of an associated subject or who has interest in the advancement of Chemistry will be eligible to become a member of association, by applying and paying the prescribed life membership fee.
- b) Any Institution, which would like to offer support to the activities of Association, may become an Institutional member of the Association by paying prescribed fee.
- c) The membership will be granted, as per the prescribed Rules, by the Executive Council, after a person of an Institution applies for the membership in the prescribed form and pays the prescribed fee; provided the Executive Council shall have right to deny membership, without giving any reason thereof.
- d) The Association shall be open to individuals of either sex, whatever race, creed caste or class and no condition shall be imposed as to religious beliefs or profession in admitting the members. Further no bequest, donations or transfer of any property shall be accepted by the society which may involve conditions or obligations opposed to the spirit and objectives of the society.

8) **Types of Membership**

- a) **Life Members:** A member who pays the prescribed life membership fee will be called as Life Member. The life membership fee shall be valid from the date of payment of fees. For foreign members the life membership fee is 100 USD.
- b) **Institutional members:** Any Institution who has interest in the activities of the Association and desires to extend support for the activities of the Association, and pays the prescribed Institutional membership shall be called as Institutional Members.

9) **Termination of Membership:**

A person shall cease to be a member forwith:-

- (a) On his/her death,
- (b) On his/her resignation of membership, (from the date of acceptance of the resignation by the Executive Council)
- (c) On nonpayment of any dues for a period of three months.
- (d) If he convicted of criminal offence involving moral turpitude.

10) **General Body Meeting, its powers and Functions:**

- a) The General Body of the Association shall consist of all members of good standing.
- b) The General Body Meeting of the Association shall be held once in a year at such place, time and date as decided by the Executive Council.
- c) The General Body shall have the following Powers and Functions
 - i) To confirm the minute of the previous Annual General Meeting.
 - ii) To receive the statement of accounts from the Executive Council and approve the same.
 - iii) To receive the report of activities of the Association in the previous year, discuss it and approve the same.
 - iv) To receive the Annual Budget of the Association from the Executive Council, discuss it and if deemed fit, approve the same with or without modifications.
 - v) To appoint Advocate/Legal Advisor, Chartered Accountant and fix their remunerations.
 - vi) To take policy decisions and give guidelines for the functioning of the Association.
 - vii) To hold the elections for filling the vacant posts as per the prescribed norms.
 - viii) To constitute the EXCECUTIVE COUNCIL as per the prescribed norms.
 - ix) To admit new members as per decision taken by EXCECUTIVE COUNCIL.
 - x) To teminate the membership of a member, on advice of the Executive council, if in its opinion, his/her activities are found to be detrimental to the interest of the Association.
 - xi) To consider any other matter, due notice of which has been given five days prior to the General Body Meeting.
 - xii) To do any other function in consonance with the objectives of the Association

11) **Notice of General Body Meeting and Quorum:**

- a) A notice of the general body meeting, specifying the place, date, time with agenda shall be given by the General Secretary to the members, in such a way as to reach the members at least thirty days before the date of the meeting.
- b) The notice shall be sent by post or by courier or by hand on the registered address of the members.
- c) The Quorum for the General Body Meeting shall be one tenth of the total members of the Society on record or 50 whichever is less. The meeting adjourned for want of quorum shall be held half an hour later at the same place with the members present, and the members present shall form the quorum.

12) **Extra –Ordinary General Body Meeting:**

- a) An Extra-Ordinary General Body Meeting may be convened by the EXCECUTIVE COUNCIL of its own motion, or upon a requisition made in writing by President and/or one-tenth members of the Association.
- b) The requisition of an Extra –Ordinary meeting shall specify the subject of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Association.
- c) The requirement of sending the notice of an Extra –Ordinary meeting and that of the quorum of the meeting shall be the same as those of General Body Meeting.
- d) On receipt of the requisition, the EXCECUTIVE COUNCIL shall forthwith proceed to convene on Extraordinary meeting. If EXCECUTIVE COUNCIL fails to do so, then the President himself or requisitionists themselves may convene such meeting within 30 days from the delivery of such requisition.

13) **Executive Council of the Association, Its Office Bearers**

- a) The management and administration of the Association shall be carried out on and managed by the EXCECUTIVE COUNCIL of the Association.
- b) The Executive Council shall be constituted through election from among the members of the General Body.
- c) The EXCECUTIVE COUNCIL shall have the following members:-

	Post	No. of Post
	President	One Post
	Vice President	Six, Zone Wise
	General Secretary	One Post(From HQ)
	Secretary	Six, Zone Wise
	members	Twelve, Two per zone
	Treasurer	One Post (from HQ)

- d) The EXCECUTIVE COUNCIL may co-opt upto 6 additional members, one per zone, if required. The co-opted will not have voting rights.
- e) Powers and Duties of the President, Vice President, General Secretary and Treasurer of the Executive Council:

(a) President: -

- i) The President of the Association will be the Principal Officer of the Association.
- ii) The President of the Society shall preside over the meetings of the Association and regulate the meetings
- iii) The President will give general guidance and advice for the activities of the Association
- iv) The President will be the principal spokesperson of the Association.
- v) The President shall in addition to his/ her rights of voting as a member, have a casting vote in case tie.
- vi)

(b) Vice President:

- i) Each Vice President shall head the regional working group along with the respective Secretary and EC members of that region for propagating ACT's message and work.
- ii) In the absence of the President, the age-wise senior most Vice President will discharge the duties of the President.

(c) General Secretary

- i) The General Secretary shall be the Chief Administrative officer of the Association and will represent the Association in all matters.
- ii) The General Secretary shall convene the General Body meeting and Executive Council meeting.
- iii) The General Secretary shall record the minutes of these meetings and maintain the minute book. The minutes book will contain reports of the proceedings of such meetings and copies of notices convening the meetings. The Minutes of a meeting shall be read in the next meeting of the same body and when confirmed shall be signed by the President of such meeting.
- iv) The General Secretary will accept applications for membership of the Association and submit them to the Executive Council for approval and maintain Membership Register up-to-date.
- v) The General Secretary shall make correspondence on behalf of the Association and attend daily routine correspondence.
- vi) The General Secretary shall be custodian and in-charge of the office, properties, assets and seal of the Association.
- vii) The General Secretary shall maintain all records of the societies.

(d) Treasurer:

- i) The Treasurer shall receive all payments made to the society, make payments due, and issue the necessary receipts.
- ii) The Treasurer shall keep the up- to-date accounts of the society and help the auditor, specially appointed for the purpose, to get them audited.
- iii) The Treasurer shall be in-charge of all books of accounts, receipt books and funds of the Society.
- iv) The Treasurer shall present the audited accounts and budget to the Executive Council and General Body. .
- v) The General Secretary and Treasurer shall be from the Headquarters.

14) Terms of Office of the Members of the Executive Council and the Procedure of Election:

- (a) The Term of office of any member of the Executive Council shall be three years from the date of his appointment.
- (b) The Executive Council members shall be elected by the members of the Association at the time of the General Body meeting.
- (c) The nominations for the positions on the Executive Council shall be invited by the General Secretary from the members.
- (d) Any retiring member of the Executive Council shall be eligible for re-election.

- (e) The casual vacancies arising from time to time due to resignation of a member or due to any other reason shall be filled up by the Council only through nomination of a member. Such an appointee shall hold the office for the remaining period of the Council only.

15) Office Bearers of the Executive Council

The following shall be the office bearers of the Executive Council.

No	Post	No. of Post
1	President	One
2	General Secretary	One
3	Treasurer	One

16) Meeting of the Executive Council and Meeting on Requisition.

- (a) The Executive Council shall meet ordinarily TWO times in a year or more if necessary to conduct the affairs of the Association.
- (b) The meeting will be fixed by the General Secretary in consultation with the President.
- (c) The meeting of the Executive Council may be convened upon a requisition made in writing to the President by at least eight members of the Council. Such requisition shall specify the subject of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Association.
- (d) On receipt of the requisition, the General Secretary shall forthwith proceed to convene the meeting and give a notice of such a meeting as per the provisions of Clause 14(a). If, the Secretary fails to do so, the President and/or the requisitionists themselves may convene such a meeting within 15 days from the delivery of such a requisition.

17) Notice of Meeting of the Executive Council and Quorum

- (a) The General Secretary shall send a written Notice of meeting of the Executive Council, with date, time, venue to the members by post or courier or hand so as to receive the same at least 15 days prior to the meeting.
- (b) One-third members with the President/General Secretary present in the meeting shall form a quorum of the meeting. A meeting adjourned for want of quorum shall be held half an hour later at the same place and the members present shall form the quorum.

18) Election of the Executive Council:

- (a) Election of the members of the Executive Council shall take place every three years.
- (b) The General Secretary in consultation with the President shall decide the time table for the Election of the members of the Executive Council.
- (c) The General Secretary shall invite nominations for the vacant posts from all the members of the Association by ordinary post or courier, at least 90 days before the date of the election, which should, be held preferably prior to the meeting of the General Body; giving a period of 30 days to file the nomination as per the prescribed format.
- (d) The General Secretary shall send the ballot papers along with the necessary information to the members of the society by ordinary post or courier giving a notice of at least 30 days for receiving the ballot papers.

- (e) The President and the General Secretary shall count the ballots as per the prescribed norms and declare the result at the time of the following General Body meeting.
- (f) The nominations should be sent latest by 7 days prior to the date of the election.
- (g) The General Body will make appropriate Rules as well as amend the rules for the conduct of the election of the executive council.
- (h) The tenure of the newly elected Executive Council shall be of three years from 1st January of the following year.

19) **The Procedure for Filling of Vacancies in the Executive Council**

Any post falling vacant during the regular tenure of Executive Council will be filled in the next meeting of the Council by nominating persons from among the members of the Association. The tenure of a member so appointed shall be for the remaining period of the Council only.

20) **Powers and Duties of the Executive Council**

The Executive Council shall work and have full powers and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of and in particular to the following:

- (i) To look after, manage, supervise and control the management of the Association and its properties.
- (ii) To admit or reject new members and accept resignation of the members.
- (iii) To have an audited statement of accounts prepared every year for submission to the General Body and Registrar of Societies and any other authority as for the time being in force, if any.
- (iv) To accept donations in cash or in kind without conditions or on such conditions acceptable to the Association.
- (v) To make a appeal to the public for general donations as per the decision of the General Body.
- (vi) To appoint appropriate committees for specific purposes.
- (vii) To take loans for achieving objects of the Association.
- (viii) To make representations, file petitions and appear before the Hon'ble Courts, quasi judicial authorities, Excise Authorities, Sales Tax Authorities or other similar authorities in common matters of interest and cases of importance; and pay all legal expenses incurred.
- (ix) To do any or all things that may be necessary, incidental or conducive to the achievement of furtherance of the objects of the Association.

21) **The rights of the members shall be as under**

- (a) To attend the meeting and vote.
- (b) To bring proposals and to suggest amendments to the proposals placed before the Council.
- (c) To make suggestions for the fulfillment of the objectives of the Association.
- (d) To seek explanation from the secretaries regarding the activities towards the fulfillment of the objectives of the Association.
- (e) To have such other rights as may be determined by the Council from time to time.

- 21) **Funds and Sources of Income of the Association and Utilization of the Funds.**
- (a) The Association shall raise funds by way of subscription, contribution, membership fees and donations in cash or in kind.
 - (b) The Funds shall be utilized towards the Objectives of the Association.
- 22) **Objectives wise Provision for Expenditure**
- The expenditure shall be incurred mainly on the activities of the Association as per the objectives of the Association.
- 23) **Provision of Deposits and Loans**
- (a) The Deposits shall be kept in Nationalized Banks and Financial Institutions of the State and Central Governments.
 - (b) The Executive Council shall take the necessary actions in this matter, as per the directives given by the General Body.
 - (c) The Loans, if required, shall be taken with permission of the General Body. However, if required on an urgent basis the Executive Council may take a decision to take Loan; however, this decision must be approved by the General Body in its immediate next meeting.
- 24) **Provision Regarding Purchase, Sale, Borrow and Mortgage of Immovable Property:**
- The decision regarding purchase, sale, borrow and mortgage of property for the purpose the Association, shall be taken by the Executive Council, recording the reasons for the same and the necessary provisions. Such a decision must be approved by the General Body in its immediate next meeting.
- 25) **Bank Accounts:**
- (a) The Executive Council shall open Bank account/accounts in any scheduled Nationalized Bank/Banks; preferably in the vicinity of the Head Office, in the name of the Association.
 - (b) The Account shall be operated jointly by the President, General Secretary, and the Treasurer (Any Two). In case of any difficulty the General Body shall give appropriate Directives.
- 26) **Maintenance of Registrar of the Members:**
- (a) The General Secretary shall maintain the Registrar of members and update it from time to time.
 - (b) The Membership Registrar shall be produced at the time of General Body meeting for verification by the General Body.
- 27) **Provision for Amendments in the Rules and Regulations:**
- (a) The Rules and Regulations shall be amended, repealed or replaced at any time by the General Body, as per the provision of Section 12 of the Societies Registration Act, 1860.
 - (b) The Executive Council shall first pass a resolution approving the proposed changes, by

the votes of minimum of three-fifth of the members of the council, delivered in person or by proxy and confirmed by the votes of three-fifth of the members of the council present at the special meeting convened for the purpose.

- (c) The General Secretary shall submit the proposition to the members of the Society in a written form and convene a General Body meeting for the consideration thereof. A minimum of thirty days intimation of this meeting shall be given in writing to the members.
- (d) The Proposition shall be carried into effect only if agreed to by the votes of minimum of three-fifth of the members of the Association, delivered in person or by proxy and confirmed by the votes of three-fifth of the members of the Association present at the meeting convened for the purpose.

28) Provision for Change in Name and Objects of the Association:

- (a) The General Body at any time may change the name of the Association or change the objectives of the Association or amalgamate the Association either wholly or partially with any other Association with similar objectives, subject to the provisions of Section 12 of the Societies Registration Act, 1860.
- (b) The Executive Council shall first pass a resolution approving the proposed changes, by the votes of minimum of three-fifth of the members of the council, delivered in person or by proxy and confirmed by the votes of three-fifth of the members of the council present at the special meeting convened for the purpose.
- (c) The General Secretary shall submit the proposition to the members of the Association in a written form and convene a General Body meeting for the consideration thereof. A minimum of thirty days intimation of this meeting shall be given in writing to the members.
- (d) The proposition shall be carried into effect only if passed by three-fifth members of the Association present at the meeting convened for the purpose.

29) Dissolution:

- (a) The General Body can dissolve the Association, as per the provisions of Section 13 and Section 14 of the Societies Registration Act, 1860.
- (b) The Executive Council shall first pass a resolution approving the proposed changes, by the votes of minimum of three-fifth of the members for the council, delivered in person or by proxy and confirmed by the votes of three-fifth of the members of the council present at the special meeting convened for the purpose.
- (c) The General Secretary shall submit the proposition to the members of the Society in a written form and convene a General Body meeting for the consideration thereof. A minimum of thirty days intimation of this meeting shall be given in writing to the members.
- (d) The proposition shall be carried into effect and the Association shall be dissolved only if minimum of three-fifth of the members of the Association, delivered their votes in person or by proxy and confirmed by the votes of three-fifth of the members of the Association present at the meeting convened for the purpose.
- (e) The Association shall be dissolved forthwith after the Resolution or at the time then agreed upon and all necessary steps shall be taken by the General Secretary

for the disposal and settlement of the properties of the Society, its claims and liabilities, as per the decision of the General Body.

- (f) In the event of dissolution of the Association, any funds, assets and property of the Association, remaining after the satisfaction of all its debts and liabilities, shall be transferred to any other Association / Association registered under the Societies Registration Act, 1860, and whose objectives are close to those of the Association.

CERTIFICATE

Certified to be the true copy of the Rules and Regulations of the "Association of Chemistry Teachers"

Name and designation of Office bearers	Signature
1) Professor P K Sai Prakash, President	Signed
2) Professor Muzaffar Abbas Tandel, Treasurer	Signed
3) Dr Damodar Vithal Prabhu, General Secretary	Signed

Place: Mumbai

Date: 16, November, 2009