

ASSOCIATION FOR MACHINES AND MECHANISMS

4, Kalpakam, Plot 49, Sector, 1, Chhedanagar, Bombay - 400 084.

Memorandum of Association

1. The Name of the Society Association for Machines
and Mechanisms
2. The Address of the Society 4, Kalpakam, Plot 49, Sector 1,
Chhedanagar, Bombay-84.
3. The aims and objectives of the Society shall be:
 - i) To promote development in the field of Machines and Mechanisms by theoretical and experimental research and its application to industry.
 - ii) To broaden contacts among professionals and organisations in the country engaged in scientific or engineering work in the field of Machines and Mechanisms or related sciences.
 - iii) To organise National Conferences for Machines and Mechanisms and Symposia/Workshops in special fields of Machines and Mechanisms.
 - iv) To promote the exchange of scientific and engineering information; to assist in publishing the proceedings of Conferences, Symposia, and Workshops.
 - v) To encourage interaction of scientific and technical personnel between the educational institutions, research laboratories and industrial organisations.

- vi) On behalf of Indian Society of Theoretical and Applied Mechanisms (ISTAM) to closely interact and promote Machines and Mechanisms activities in India with other member countries of International Federation of Theory of Machines And Mechanisms (IFTToMM).

- vii) To establish the necessary relationships with other national and international organisations whose activities are of interest to the Association.

- viii) To promote, foster and render technical, financial and other practical assistance to any measure in the field.

- ix) To undertake such other lawful acts, deeds and things in the common good of the members and the profession in general.

- x) Collect a library of books, periodicals, journals, cinema films, videotapes, slide pictures and statistics related to the field and activities in the field and the profession here and elsewhere.

- xi) Undertake, promote and assist generally any work, scheme or measure, calculated to give effect to or promote or advance any of the aims and objects of the Society or improve or augment its assets of funds.

- xii) To acquire through gifts or donations, purchase or take in exchange, on loans or live or otherwise acquire any lands, buildings, property, machinery, equipments or other property or articles required for the purpose of all or any of the objects of the Society.

- xiii) Construct, equip, maintain or alter any institutions, houses, offices, buildings or works necessary or desirable for the purpose of the Society.

Association for Machines and Mechanisms

4 Kalpakam, Kalpakewadi Co-op. Housing Society, Plot No. 49,
Sector 1, Chhedanagar, Chembur, Bombay - 400 084.

RULES AND REGULATIONS

These rules and regulations pertain to the Association for Machines and Mechanisms.

1. MEMBERSHIP AND VOTING RIGHTS

Any person or an organisation interested in furtherance of the objects and aims of the Society and who agrees to abide by the rules and regulations shall be entitled to become a member of the Society. He shall apply for membership in the prescribed form.

An applicant for the membership must apply to the Secretary in the prescribed form. He can be accepted as a member by unanimous vote of the Governing Council. The Governing Council has the right to require an applicant to present letters of recommendation and recognition from an institute or organisation.

1.1 Membership shall be in one of the following categories:

Category A: Individual Member

An individual who is atleast 18 years old with an engineering or science degree or diploma with knowledge of and interest in the area of Mechanisms and Machines.

Category B: Member Organisation

An organisation with interest in Machines & Mechanisms.

Category C: Student Member

An individual who is at least 18 years old and is learning the theory and application of Machines and Mechanisms, and is studying at a bonafide educational institution.

Category D: Honorary Members

Individuals or organisations whose activities over the years have contributed to the furtherance of the aims of the Society and whom the Society wishes to honor.

1.2 The Society shall maintain an updated list of all members along with their addresses for correspondence.

1.3 Individual members of Category A are entitled to vote at all General Body Meetings of the Society. Member Organisations of Category B must nominate a chief delegate who alone is entitled to vote on their behalf. Members of Categories C and D are not eligible to vote.

1.4 Membership of the Association is incompatible with any use of its activities for political or commercial purposes.

1.5 The admission fee and annual subscriptions payable by members of Categories A, B and C shall be as follows:

Admission Fee :

Members of Category B shall pay as admission fee an amount, which is twice that, paid by members of Category A. There shall be no admission fee for members of Categories C & D.

Members of Category A shall pay as admission fee an amount, which is half the yearly subscription of members of Category A.

The Governing Council may waive the admission fee in special cases.

Annual Subscription :

Members of Category B shall pay as annual subscription an amount which is ten times the annual subscription of a member of category A.

The annual subscription of members of Category A shall be as stipulated in the Bye-Laws.

1.6 Members of Categories A and B may choose to be life members by paying in one installment an amount equivalent to ten times their respective annual subscriptions.

1.7 The Society is not responsible for debts and expenses incurred by its members or by their delegates, except when authorised by the Governing Council.

1.8 The General Body reserves the right to reject an application for membership to the Society, without assigning any reason for the same.

2. TERMINATION OF MEMBERSHIP

2.1 The General Body by a two third majority may terminate the membership of any member including member organisations and Governing Council member if:

- (a) After the end of a financial year a member does not pay annual subscription and fails to do so even after being served a notice by the treasurer.
- (b) Such members may however seek to regain membership by paying their arrears at any time.
- (c) The activities of the member are against the objects and aims of the Society and or the construction of India. The member must however be served with a written notice and allowed to defend himself.

3. GOVERNING COUNCIL

3.1 Composition of Governing council

The Governing Council is elected to manage the affairs of the Society between the sessions of the General Body. It consists of

President	- 1
Vice-President	- 1
Secretary	- 1
Treasurer	- 1 and
Ordinary members	- 6

In addition, the immediate past-President will be represented on the Council as a non-voting member. Out of the six ordinary members three will be from industry. There shall be at least seven members in the Council.

The members elected to the Council are charged to attend to the interests of the Association as a whole, and not to the interests of the individual members. The Governing Council reports on its activities to the General Body.

3.2 Term of Office

The Governing Council is elected by the General Body for a term of four years i.e. from one election to the other. The members of the council can be re-elected consecutively only once. At least three members of the Council must retire at each general election and are not eligible for immediate re-election.

3.3 The members of the Governing Council shall not receive any salary from the Society for their services.

4. VACANCIES IN THE GOVERNING COUNCIL

If the President resigns or is unable for any reason to fulfill his functions during his term of office, the Vice-President assumes charge as President. When one of the other office-bearers of the Governing Council tenders his resignation or is not in a position to fulfill his functions, the Governing Council shall appoint one of the ordinary members to carry out his obligations until the next session of the General Body.

5. DUTIES AND POWERS THE GOVERNING COUNCIL

5.1 The Governing Council shall manage the affairs of the Society both in financial matters and otherwise. It has the final decision on all such matters.

5.2 The Governing Council is responsible for administering the finances of the Society. It has also a right to set up a reserve fund. It can invest, sell, manage or develop, lease mortgage or dispose off or otherwise deal with any part of the property of the Society.

5.3 The Governing Council shall announce the vacancies that are likely to occur in its membership, at least 3 months before the General Body Meeting to all voting members for nominations to these posts. If necessary they may appoint a nominating committee. Election of Governing Council members is a required agenda item at each General Body Meeting.

5.4 The Governing Council may appoint several commissions to carry out its work. The Chairmen of all these commissions shall be invited to attend all meetings as observers without vote, to present their reports. The Council may also appoint staff to support its operational work.

6. DUTIES OF MEMBERS OF THE GOVERNING COUNCIL

6.1 Duties of the President

The President of the Society shall be the Chief Executive Officer and Chief Official Representative of the Society. He shall issue directives for the purpose of conveying operating instructions. The President decides on the division of responsibilities and duties among the members of the Governing Council. He shall preside at the meetings of the Governing Council and at the General Body Meetings.

6.2 Duties of the Vice-President

He shall perform such duties as may be assigned to him by the President and the Governing Council. He shall discharge the duties of the President when the President is temporarily unable to do so.

6.3 Duties of the General Secretary

The Secretary shall maintain the list of members of the Society and attend to all correspondence of the Society. The Secretary shall issue the notices of meetings and also other notices as required by the statutes and maintain minutes of the General Body and Governing Council Meetings. He shall also carry out all such duties as assigned to him by the Governing Council.

6.4 Duties of the Treasurer

The Treasurer shall maintain the accounts and fiancés of the Society and shall be accountable to the Governing Council.

7. GOVERNING COUNCIL MEETINGS

The Governing Council shall meet at least once a year. Decisions are taken by simple majority, and in case of a deadlock, the President has the deciding vote. The quorum for the Governing Council Meeting shall be a minimum of five members present.

8. GENERAL BODY MEETINGS

The Governing Council shall prepare the agenda for all sessions of the General Body and inform all members not less than one month before the date fixed for the meeting.

8.1 The General Body shall ordinarily meet, at least once a year. The sessions of the General Body are to be convened at the time of National Conferences also. The date and place of the sessions of the General Body are determined by the Governing Council.

8.2 The General Body is the supreme body that determines the policy of the association.

The General Body is composed of members of Categories A and B only. Industrial organisations in Category B may send up to 5 members to the General Body Meeting, but must nominate a Chief Delegate who alone is entitled to vote. The name of the Chief Delegate is to be communicated, to the Secretary before the General Body Meeting.

8.3 The General Body has the right to resolve all questions concerning the Association. A simple majority of the voting members in attendance is required to resolve all the problems, with the exception of amendments to the Rules and Regulations.

8.4 The President or in his absence the Vice-President shall be Chairman of the sessions of the General Body. The Chairman of the General Body is entitled to cast one vote whenever it is needed to resolve a question in case of a deadlock.

8.5 If, by way of exception, any major decision is required between meetings of the General Body, a postal ballot may be held and a decision taken on a simple majority of votes cast, provided more than 50 percent of the voting members have returned the votes. The Secretary shall be responsible for conducting such postal ballots. Such a decision shall be considered as a decision of the General Body.

8.6 One third of the voting members of all association shall constitute quorum at all General Body Meetings. If there is no quorum the Chairman shall adjourn the meeting and reconvene the same after half an hour and the members present shall constitute the quorum. No businesses except that specified in the original agenda shall be transacted at the reconvened meeting.

9. SOURCES OF INCOME

The financial resources of the Society derive from:

- a) Entrance test from members.
- b) Annual subscriptions from the members.
- c) ISTAM contribution to IFToMM membership fee.
- d) Subsidies, gifts and grants from government organisations or private persons etc. and
- e) Any other source which the Governing Council decides to be fit.

The Society shall maintain an honor roll in which shall be entered every year the names of persons or institutions who have donated gifts, legacies or other contributions.

10. BANK ACCOUNT

The Society shall maintain a bank account in the name of Association for Machines and Mechanisms.

11. FINANCIAL YEAR

The financial year of the Society shall be the calendar year.

12. ANNUAL BUDGET AND AUDIT OF ACCOUNTS

12.1 The Governing Council shall prepare a general budget and submit it to all voting members, one month before the General Body Meeting. Approval of the budget is a required agenda item at each General Body Meeting.

12.2 The budget shall provide the salaries and remuneration of the operational staff appointed by the Governing Council.

12.3 The Society will contribute equally to ISTAM's contribution and pay the annual membership fee to IFToMM. Such a provision shall be made in the budget.

12.4 The Governing Council shall appoint a legally accredited authority to audit the financial accounts of the Society before presentation to the General Body.

13. AMENDMENT TO THE RULES AND REGULATIONS

13.1 The Rules and Regulations shall be amended or altered or replaced at any time by a majority of two thirds of the members present at the General Body Meeting.

14. NATIONAL CONFERENCES AND SYMPOSIA

14.1 National Conferences in Machines and Mechanisms are held at regular intervals determined by the General Body. The host organisation of a future congress is determined by the General Body.

14.2 At least one year before a National Conference, the host organisation shall coordinate with the Governing Council such matters as the composition of Organising Committee and the place and date of Conference.

14.3 The duties of the Organising Committee of the National Conference are to prepare and conduct their sessions and to publish Conference reports. The host member takes full financial responsibility. After the publication of the proceedings of the Conference, the organising committee dissolves itself. If there are any savings from the Conference, half of these savings are transferred to the Society.

14.4 Sponsorships by the Society for the Symposia and Workshops may be approval of Governing Council.

14.5 The Organising Committee may seek the approval of Governing Council for fixing the unit fee for the National Conference, Symposia and Workshops. This fee shall be worked out as under.

Member delegates in Categories A, B & D	- one unit
Member delegates in Category C	- half unit
Non-member delegates	- two units

The Governing Council may render financial assistance to Organising Committees of National Conferences, Symposia, and Workshops.

15. INTERNATIONAL MEETINGS

The President of the Society will act as IFToMM Chief Delegate on behalf of the Association and ISTAM at the IFToMM General Assembly held once every four years. If there are more than five members from the country attending the General Assembly, he may choose up to five members as a part of Indian delegation.

16. DISSOLUTION OF THE SOCIETY

16.1 Any member but not less three-fifth of the members present at the extra-ordinary General Body Meeting convened by the Governing Council for the sole purpose of dissolution of the Society may determine that the Society shall be wound-up whether forthwith or at any farther time then agreed upon as provided for under section 13 and 14 of Societies Registration Act, 1860.

16.2 The notice for the extra-ordinary General Body Meeting convened solely for the purpose of dissolution of the Society shall be a minimum of sixty days.

17. ANNUAL SUBSCRIPTION

17.1 The annual subscription for the members of Category A shall be Rs.50/- only. The amount of annual subscription for members of Category A may be changed from time to time by the General Body by a simple majority vote.

17.2 Student members shall annually submit a certificate from the Head of the institution at which they are undergoing a course of study to the effect that they are bonafide students and that they are not employed otherwise.

18. CONFERENCES AND SYMPOSIA

The regular interval between National Conferences shall be two years whereas Symposia and Workshops can be organised at appropriate intervals.

Bombay
April 1984