

**RULES AND REGULATIONS
OF
“CHEMISTRY DEPARTMENT FACULTY & ALUMNI ASSOCIATION”
(Registered under Societies Registration Act, 1860 with Reg. No. 491/Goa/2010)**

1. Name of the Society: - Chemistry Department Faculty & Alumni Association” herein after called as the "**Association**".

2. Registered Office & Address: - The Registered office of the Association shall be situated at the Department of Chemistry, Goa University, Taleigao Plateau, Goa State, 403 206.

3. Aims and Objectives: The aims & objectives of the Association shall be:

- i) To promote, advance and popularise the cause of chemical science in general and chemistry in particular by adopting / spreading innovative teaching methods, competitive curriculum development / examination / evaluation methods and productive research methodologies.
- ii) To promote the welfare of its members and to secure for them reasonable conditions of work and to safeguard their professional interest.
- iii) To enhance their academic / professional / intellectual skills / efficiency and to foster the spirit of dedication to service and mankind.
- iv) To create and train the required manpower in chemical sciences / chemistry by organising / conducting a variety of training programmes / symposiums / seminars/ workshop/winter school / summer school etc. of appropriate duration.
- v) To help to secure / identify appropriate placement / professional avenues and ascertain professional growth of the alumni members.
- vi) To render all possible assistance to Goa University in general and the Chemistry Department in particular to realise their broad objectives of achieving excellence in chemical education and research.
- vii) To provide financial assistance to meritorious students from economically backward families in pursuing their goal of higher education in Chemistry.
- viii) To provide all possible help and support to tide-over any unforeseen emergency situation.
- ix) To coordinate the activities of the Association with other Associations / NGO / Statutory Organisations / National Research Institutions / Government establishments etc. having similar objectives.
- x) To promote co-operation and interpersonal relations among the chemical community for the realisation of the objectives of the Association.

4. A. Types of Membership & Membership fee:

There shall be three types of membership / Members with the corresponding fee:

- a) Annual Member: Rs. 100/- per year
- b) Life Member: Rs. 1000/-
- c) Patron Member: Rs. 10,000/-

B. Eligibility of membership:

- i) Every member of the teaching staff in the Department of Chemistry, Goa University shall be eligible for acquiring membership of the Association. The membership shall continue even beyond the age of superannuation.
- ii) Every Alumni of the Department of Chemistry, Goa University shall be eligible for acquiring the membership of the Association.
- iii) Every Alumni of the erstwhile Centre of Post-graduate Instruction and Research (CPIR), Panaji, Goa affiliated to University of Bombay shall be eligible for acquiring the membership of the Association.
- iv) The prescribed annual membership fee shall be payable in one installment and to be paid in the 1st month of each official year.
- v) The membership fee may be reviewed and fixed from time to time by the Executive Committee of the Association and the same shall be made effective from 1st of January of the concerned year.
- vi) A reasonable period of notice shall be issued to the members who fail to renew their membership within the specified time. Failure to pay the prescribed membership fee in spite of notice shall forfeit his / her membership automatically. Such of the members who forfeit their membership shall be allowed to renew their membership on payment of arrears plus a renewal fee equivalent to one- year membership fee.
- vii) A membership register shall be maintained in the office of the Association in which details of admission, membership fees paid, date of admission etc. shall be recorded. The same could be viewed by any member for information during specified time.

5. Official year:

The official year of the Association shall be concurrent with the academic year of Goa University.

6. Organisational structure:

The Association shall have the following organisational structure:

- i) The General Body (GB)
 - ii) The Executive Committee (EC)
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7. General Body (GB):

- i) The General body shall consist of all members of the Association.
- ii) The General body of the Association shall meet at least once a year in every official year.
- iii) The General body of the Association in its meeting shall review the accounts, the annual report and elect the office bearers and members of the Association for the ensuing official year / tenure.
- iv) At least 15 days advance notice shall be given to the members with regard to the GB meeting. The notice shall be circulated among the members of the Association.
- v) Extraordinary meetings of the GB may also be convened on the request of three members of the EC or ten members of the Association. The EC shall proceed to convene such a meeting on a day not later than seven days from the date of receipt of the requisition. For such meetings, a notice of three days shall be given to the members.
- vi) The quorum for the GB meeting shall be at least 25% of the total membership. Signature of all the members attending the GB meeting shall be obtained in a special register and the resolutions of the meeting shall be recorded in it. In case of lack of quorum, the meeting shall adjourn for fifteen minutes and then proceed with the business on the agenda.
- vii) Members desiring to move any special resolution at the GB meeting shall send the same to the Secretary of the Association so as to reach him at least five days before the date of the meeting. All decisions related to policy matters shall be ratified by the GB before their implementation.

8. Powers of the General Body:

- i) Election of office -bearers and members of the Executive Committee.
- ii) Receiving and adopting the Annual report and the audited statement of accounts prepared by the Treasurer and appointment of internal auditors.
- iii) Appointment of any special committee/sub-committee for any purpose and to take all such actions as deemed fit in the line of objectives of the Association.

9. The Executive Committee (EC):

- i) The activities of the Association shall be managed by an Executive Committee (EC) consisting of the following Office bearers, duly elected by the GB at its annual meeting for two-year tenure.

- a) President: One
 - b) Vice-President: One
 - c) Secretary: One
 - d) Joint Secretary: One
 - e) Treasurer: One
 - f) Members: Three
 - g) Ex-officio Member: One
 - h) Immediate Past secretary: One
- ii) Ordinarily, the Chairperson, Secretary and Treasurer of the Association shall be elected amongst the Members belonging to the Chemistry Department Faculty of Goa University.
 - iii) The Head, Department of Chemistry, Goa University shall be the ex-officio member of the Executive Committee.
 - iv) The remaining Office bearers shall be elected amongst the members of the Association other than the Faculty Members of Department of Chemistry.
 - v) The quorum for the EC meeting shall consist of three office bearers and one member.
 - vi) The EC shall meet at least once in every six month. In case of lack of quorum, the meeting of EC shall be adjourned without transacting any business.
 - vii) Notice for every EC meeting with the specified agenda shall be circulated among the members at least three days prior to the meeting.
 - viii) The proceedings of the EC meeting shall be recorded in a minute book and signature of the members present shall be taken.
 - ix) If any member of the EC does not attend two consecutive EC meetings, he/she shall forfeit the EC membership automatically and any such vacancy shall be filled in by the EC and the same shall be reported to the GB in its next meeting.

10. Powers and functions of the Executive Committee (EC) and the Office - Bearers:

- i) The funds of the Association shall be maintained through a single account in any of the Nationalised Bank in the name of the Association and such account shall be operated by the Treasurer and any one of the following:
 - a) President
 - b) Secretary

- ii) The EC shall maintain and keep at the registered office of the Association proper account books in respect of all sums of money / funds received and spent by the Association.
- iii) The EC shall appoint an internal auditor to audit the accounts of the Association and shall fix his remuneration to be paid if any and terms of appointment within 10 days from the date of GB meeting.
- iv) The President shall preside over the EC and GB meetings. He shall be entitled to vote only in the event of equal division.
- v) The vice-president shall preside over the EC and GB meetings in the absence of the President.
- vi) The Secretary shall be in-charge of the day to day work of the Association and transact all official business on behalf the Association. He shall have the powers to conduct correspondence on all routine matters relating to the Association, under his seal and signature. He shall be the custodian of all records and documents and other properties / assets of the Association. He shall convene the EC meetings in consultation with the President of the Association. He shall convene the GB meetings of the Association as per the resolutions of the EC. He shall present the annual report approved by the EC at the annual GB meeting. In each EC meeting he shall present the report of the work done.
- vii) The joint secretary shall assist the Secretary in discharging the day to day work of the Association and officiate in his absence.
- viii) The Treasurer shall maintain the accounts of the Association for all the funds received and spent supported by duly signed receipts and vouchers. He shall open an account in the name of the Association and deposit the funds received. All expenditure incurred on behalf of the Association shall be authorised by the EC and be paid by cheques signed by him and either Chairperson or Secretary of the Association. In the absence of the Treasurer any one of the Secretaries authorized by the EC shall act on his/her behalf. The Treasurer shall be authorised to maintain an imprest amount of Rs. One thousand to be kept with him/her for the contingency expenses for which accounts duly supported with bills should be submitted to the EC. The books and accounts shall be open to inspection by any member of the Association with five days of prior notice. The Treasurer shall submit the report of the Auditor and accounts to the annual GB meeting for approval.

11. Election of the office bearers of the Association:

- i) The Executive Committee shall be elected at the annual meeting of the General body (GB) through a secret ballot.

- ii) The outgoing EC shall appoint a Returning Officer (other than the office-bearer of the Association), who shall conduct the elections.
- iii) The defaulting members who fail to renew their membership of the Association within the stipulated period are disqualified from voting or seeking election to the Executive Committee.
- iv) The EC shall prepare an Electoral Roll consisting of the members of the Association who have renewed their annual membership for the concerned Official year by taking 30 days as the cut-off date prior to the date of Annual GB called to elect the Office-bearers. Only those members who are figuring in the Electoral Roll shall be eligible to contest and vote in the said GB meeting.
- v) The nominations shall be duly proposed and seconded by at least two members of the Association whose name figuring in the concerned Electoral Roll.

12. Removal and cessation of membership:

- i) The GB shall have the powers to remove any office bearer or any member of the EC or the entire EC or any member of the Association provided the proposition of removal secures the consent of two third of the total membership of the Association. Before any such action to remove any such person is taken, the said person shall be given a notice of fifteen days in writing proposing the action intended to be taken and calling upon the person to show cause against the same.
- ii) Proposals for convening the GB meeting for the removal of the office bearers or any member of the EC or any member of the Association shall be signed by not less than 50% of the members of the Association and sent to the President.

13. Dissolution:

- i) To close the Association, a special meeting of the General Body (GB) shall have to be called giving due notice of the matter to the members and 3/5th of the members present shall have to vote in favour of the closure.
- ii) In the event of the dissolution or winding up of the Association, the assets remaining as on the date of dissolution shall under no circumstances be distributed amongst the members of the Executive Committee (EC), but the same be transferred to any other Society, Association or Institution whose aim and objectives are similar to those

of this Association, keeping in view the Societies Registration Act, 1860.

14. Amendments to the Constitution of the Association:

Any amendments to the constitution shall have to be approved by two Thirds of the members present in the General Body Meeting called for this purpose ; fifty percent of the total membership of the Association forming the quorum. A clear notice of 21 days shall be given to every member for such meetings.

CERTIFICATE

Certified that this is a correct copy of the original Rules and Regulations of “Chemistry Department Faculty & Alumni Association”.

Sr. No.	Name	Designation	Signature
1.	Dr. Vijayendra P. Kamat	President	-sd-
2.	Dr. Santosh G. Tilve	Secretary	-sd-
3.	Dr. Vidhyadatta M. S. Verenkar	Treasurer	-sd-
