

CONSTITUTION

(Updated and Approved by ISAS General Body on 2.10.2023)

Indian Society of Analytical Scientists (Regd.)

Reg.No. BOM/213/83 with
GBBSD under the Society
Registration Act 1860

BOM/F/8521/83 under Bombay Public Trust Act 1950



Website: www.isasbharat.in

MEMORANDUM OF ASSOCIATION

M-1 The name of the Association shall be 'Indian Society of Analytical Scientists' (ISAS), hereinafter referred to in this Memorandum and rules and regulations as the 'Society'.

M-2 Registered office of the society shall be, 'Indian Society of Analytical Scientists', C/o. Elca Lab, A-444 Road No.37, (Off Road No.28), Wagle Estate, Thane-400 604.

Working office of the Society shall be the address of the current President of the society.

The aims and objectives of the Society are to conduct activities of charitable and scientific nature which shall include inter-alia the following:

- a) To promote, encourage and develop the growth of Analytical Sciences and their Applications in the country.
- b) To establish an active association of all those persons, bodies, institutions (private or public) and industries interested in (a) above,
- c) To disseminate information concerning the developments in Analytical Sciences and their applications through publications, such as bulletins, reports, newsletters and journals.
- d) To organize courses, symposia, seminars, etc., in various parts of the country, to educate the users of analytical equipment and offer a proper platform for reporting and discussing the new developments in the various fields of Analytical Sciences belonging to the present day Analytical Chemistry.
- e) To organize Regional Chapters in different parts of the country, as and when the need arises
- f) To initiate steps to prepare analyzed samples through other institutions in the country and make them available for educational institutions and industries.
- g) To render advice (technical or otherwise) to Government and commercial bodies on matters pertaining to Analytical Techniques and Applications whenever needed or requested.
- h) To undertake and execute all other acts which shall promote the aims and objectives of the Society

And it is, hereby, declared that in the interpretation of this clause, the meaning of any of the Society's objectives shall not be constrained except when otherwise expressed in such paragraph or by the juxtaposition of two or more objectives and that the event of any ambiguity, the clause shall be construed in such a way as to widen, and not restrict the powers

of the Society.

M-2 The names, addresses and designation and occupation of the First Executive Committee, to whom, by Rules of the Society, the management of the affairs of the Society are entrusted, are as follows:

M-3 We, the several persons, whose signatures and addresses are given here under are desirous of being formed into an Association in accordance with the provisions of Societies Registration Act, 1860, in pursuance of that Memorandum of Association, and in testimony of this, we have subscribed our respective names and signatures this day.

RULES AND REGULATIONS OF THE SOCIETY

R-O DEFINITIONS

R-0-1 For the interpretations of these presents, the following words and expressions shall have the meaning hereinafter stated unless it shall be inconsistent with the object of the context.

- a) These presents mean and include the Memorandum of Association, the Rules and Regulations and the Bye-Laws of the Society as may be in force from time to time.
- b) Society means the Indian Society of Analytical Scientists .
- c) **Office means HQ, Mumbai and the working office of the society which shall be at the address of the current President of the society**
- d) Committee means the Executive Committee
- e) Chapter means the duly constituted chapter of the Society and at any region in the country
- f) Month means the Gregorian Month
- g) *Year means the financial year, i.e. April to March.*
- h) *Annual subscription means subscription for one financial year.*
- i) A word imparting only the singular number may also include plurals and vice-versa
- j) A word imparting only the masculine gender may also include feminine gender and vice-versa
- k) **HQ will be situated in Mumbai. Working HQ will be located at the place where the President is working.**

R-1 MEMBERSHIP

R-1-1 Membership of the Society shall be open to individuals without distinction of sex, race or nationality and to recognized bodies who subscribe to the aims and objectives of the Society. It will consist of unlimited number of members.

R-1-2 There shall be six classes of members of the Society as follows:

a) Honorary Fellow (**not a life member of ISAS**) shall be entitled for life to the rights and privileges of the members, except voting rights, of the Society and in addition shall be exempted from the payment of subscription.

b). **Student Member shall be entitled the rights and privileges of the members of the Society during their tenure, excluding voting rights.**

c) **Life member shall be entitled for life to the rights and privileges of the members of the Society. A life member attached to HQ or any chapter shall be permitted to join and work in any chapter of ISAS by giving a transfer application to the respective chapter. He/ She shall be admitted to the chapter without any payment and shall be entitled for life to the rights and previlages of the members of that particular chapter.**

d) *Ordinary members shall be entitled to rights and privileges as prescribed from time to time.*

e) Associate Member shall be entitled to the rights and privileges of the members of Society, except the right to hold an elective office.

f) Corporate Member who shall have the right to nominate two of his employees as representatives to enjoy the rights and privileges of the members of the Society, except the right to vote and the right to hold an elective office.

R-1-3 The qualifications for the various classes of Membership shall be governed by the following principles:

a). **Honorary fellow shall be a person of outstanding professional distinction in the field of Analytical Science and its applications and shall be enrolled only by invitation of the committee.**

b) **A student member shall be a graduate or postgraduate student or a research scholar and the tenure of membership shall be three years**

c) Life Member shall be one who qualifies to be a member and who has paid the fees as per clause B-2-1 for this class of membership and approved by the committee.

d) Member shall be a person enrolled by the committee, on passing a prescribed Test and

Interview based on an application submitted by the person and/ or shall be a science/engineering graduate, who subscribes to the aims of the society.

e) Associate Member shall be a person enrolled by the committee on application who has not attained the full qualification for the class of member, or who is not in service.

f) Corporate Member shall be a registered commercial or industrial undertaking, a department of the Central or State Government, a local body, an institution or a recognized statutory body enrolled by the committee on application.

R-1-4 Any member who is default in payment of his annual subscription on the 30th June of the year shall cease to be a member. The committee may at its discretion restore his membership subsequently in that year on payment of his dues without payment of fresh admission fee.

R-2 PATRONS

R-2-1 The society may have Patrons to further its cause. A Patron shall be an individual with a record of meritorious service to any public cause and shall be enrolled only by the invitation of the committee with his previous consent. A Patron may be appointed by virtue of the office he holds but in such a case he shall cease to be a Patron when he relinquishes his office.

R-2-2 Patrons of the society shall have the rights and privileges of the members of the society except the voting rights and the right to hold elective office and shall be exempted from payment of subscription. Life Members who are chosen as Patrons by the Executive Committee of ISAS shall have Voting Rights and they are eligible to be included in the EC and it's Sub-Committees/Working Groups/Meetings as Permanent Invited Members with Voting Rights.

R-2-3 If an organization/institution, profit making or otherwise becomes a Corporate Member for 10 years and above, ISAS may honour the head of the organization/institution by designation by accepting him as a Patron, after obtaining the consent from the individual

occupying the post.

R-3 SUBSCRIPTIONS

R-3-1 Annual Subscription and admission for members shall be as prescribed in the Bye-Laws.

R-4 EXECUTIVE COMMITTEE

R-4-1 The affairs of the Society shall be managed by an executive committee consisting of not less than 21 and not more than 27 members including 10 office bearers of the society (see R-5). Chairmen of all chapters shall be ex-officio members of the committee as co-opted by the committee. The immediate past President and Secretary shall on expiry of their term of the office become Ex-officio members of the committee that ensues and the immediate past President may be considered to be the Patron of ISAS.

R-4-2 The tenure of the office of the committee shall be three years from the date of assuming charge. Under unforeseen conditions, the term of EC can be extended up to a maximum of six months (three months at a time depending on situation), after getting approval of general body

R-4-3 Any member of the committee absenting for three consecutive meetings without prior intimation shall cease to be a member of the committee.

R-4-4 Any vacancy occurring/existing in the committee between the elections, for any reason whatsoever or any unfilled post in election shall be filled by co-option by the committee within three months of such occurrences subject to R-4-1.

R-4-5 The functions and powers of the committee shall be with these presents:

- a) To make, alter and repeal Bye-laws, provided it is consistent with the Rules and Regulations of the Society. The General Body, at its discretion, shall authorise the EC to act on the amends with effect on the date of the General Body meeting in which the Amendments are approved and announce/submit such amended constitution, as functionally needed, instead of holding the implementation of the amended Constitution subject to confirmation at the next General Body Meeting of the society,
- b) To realize funds by way of subscriptions, donations, grants, etc.,
- c) To administer the funds of the society,
- d) To incur expenditure for conducting the business of the society,

- e) To acquire, sell, mortgage, change or otherwise dispose off or deal with all or any property of the society for promoting the aims and objectives of the society,
- f) To enroll members,
- g) To prepare annual statement of accounts and annual report on the working of the society,
- h) To appoint sub-committees/ Working Groups, to constitute Autonomous Bodies along with specific Terms Of References and Working Norms to carry out long term tasks that spill over three years which is the normal term of any single EC (commitment and support to such activities being ensured by ensuing ECs of ISAS), etc. from amongst the members of the society for various activities,
- i) To take cognizance of any matter which may be brought to its notice affecting the society or the conduct of any member,
- j) To interpret these presents subject to the provisions of the societies Registration Act of 1860,
- k) To appoint staff on salary or on contract,
- l) Generally to do such other things as are conducive to the achievement of aims and objectives of the society,
- m) To secure grants, funds and endowments, and administer the same for the furtherance of the aims and objectives, mentioned above,
- n) To acquire property such as office premises, auditorium, etc.,
- o) To co-operate with the existing Academies, Societies and Institutes having similar objectives for the furtherance of Analytical Sciences and their applications and with such other associations when found.
- p) To affiliate itself to suitable international unions for the promotion of common objectives and to provide adequate representation to this country in international forum.
- q) To frame, construct, adopt, prepare, regulate or sanction rules, regulations, laws and Bye-laws, including the Autonomous Body/Bodies set up by EC of ISAS with the approval of General Body, whereby the society may think fit to guide itself or whereto the society should conform or have recourse in carrying out its objectives or otherwise, and from time to time vary, alter or confirm one or other of such rules, regulations, laws and Bye-laws.

R.4-6 The committee (and subcommittees or its equivalents such as Working groups / other Groups / Committees constituted by EC) shall have meeting at such times as are necessary to carry out the business of the society. An official What's App group, approved by the EC shall be deemed as an official channel of communication amongst EC which can also be used for obtaining Approval by Circulation for matters

pertaining to ISAS and working of EC, etc. The President, Secretary & Treasurer shall be the admins of the What's App group.

R-4-7 The members of the committee or of duly appointed sub-committee shall not be held liable in respect of any act done in good faith.

R-5 OFFICE-BEARERS

R-5-1 The office bearers of the Society shall be a President, four Vice-Presidents, one Honorary General Secretary, two Joint Secretaries, one Treasurer and one Joint Treasurer elected from amongst the eligible members of the society. No office bearer shall hold the same office consecutively for more than one term.

R-5-2 The responsibilities of the Office-bearers shall include the following in addition to those which may be prescribed in the Bye-laws from time to time.

*a) **President** : The President, when present, shall preside at all meetings of the society and act as chairman of the Executive Committees. The President with the consent of E.C. in the interest of society shall allot any function to any office bearer or E.C. members or the sub-committees which shall be binding on them.*

*b) **Vice-President**: In the absence of the President, one of the Vice-Presidents, as suggested by the President and in the absence of any such suggestion, as decided by the E.C, shall assume the duties and powers of the President and exercise such other duties as are delegated to him by the President..*

*c) **General Secretary** : **General Secretary** : The Honorary General Secretary shall be the executive officer of the society and shall be guided by the decisions of the committee and shall (1) be in charge of correspondence and records of the society (2) convene all general meetings of the society and the committee with the concurrence of the President, (3) carry out such other work as may be entrusted to him by the committee, (4) shall be ex-officio member of the sub-committees of the society and (5) All functions shall be carried out in accordance with concurrence of President/ EC.*

*d) **Joint Secretary**: He shall assist the General Secretary in discharging his normal duties*

and act as Secretary in absence of General Secretary. Any other duties as given by the EC to work independently in the interest of the Society.

e) **Treasurer** : The Treasurer (1) be incharge of all the accounts of the society, (2) accept money and issue receipts on behalf of the Society and (3) prepare quarterly and annual financial statements and budgets for submission to the committee.

f) **Joint Treasurer:** The Joint Treasurer shall extend his assistance to the Treasurer in discharge of his duties. The Joint Treasurer shall work in the absence of Treasurer and he can be given independent work of Treasurer as decided by the Committee in the interest of the society.

R-5-3 No office bearer of the society or member of its committees shall be entitled to receive any salary or any kind of emoluments from the Society. However, travel expenses of EC members may be reimbursed, limited to AC 2 -TIER Class fare, on providing the proof of travel for attending executive committee meeting in physical mode.

R-6 CHAPTERS

R-6-1 Chapters will have their offices at locations approved by the committee

R-6-2 For furtherance of the aims and objectives of the society the committee may in response to requests made to the society, approve establishment of chapters to serve specified geographical areas. Such requests shall be signed by a minimum of fifty members of any class normally residing in or employed within the geographical limits proposed for the chapter. If the request is signed by less than fifty members but more than twenty members, then chapter shall be an adhoc chapter

R-6-3 Each chapter shall have a charter which will contain the name, location, geographical areas covered and date upon which the charter was granted and shall bear the name and signatures of the President and the General Secretary of the society. R-6-4 Each chapter shall conduct its affairs in accordance with these presents and its bye-laws.

R-6-5 The Bye-laws of chapters shall come into effect only after they have been approved by the committee.

R-6-6 The affair of the chapter shall be managed by an executive council consisting of not less than 15 and not more than 20 members including six office bearers. The office bearers of the chapter shall be a Chairman, a Vice Chairman, a Secretary, a Joint Secretary, a Treasurer and a Joint Treasurer. The executive council shall be elected Tri annually at the general body meeting of the chapter coinciding with the elections of the National executive committee (HQ). The office bearers shall not be eligible for re-election for the same post for more than one consecutive term. The immediate past Chairman and Secretary shall on expiry of their term of office become ex-officio members of the committee for a second term. Two student members shall be co-opted to the EC

R-6-7 The Secretary of each chapter shall forward to the General Secretary of the Society

reports of all meetings and also financial statements at the end of each year of the society.

R-6-8 The society shall provide financial assistance for the functioning of the chapters. The aid shall be fifty percent of the annual subscription received from the members covered by the chapter (Refer B-2-1). The chapters are authorized to raise funds for specific purposes with prior concurrence of the executive committee.

R-6-9 All official correspondence of the chapter shall be on a letter head depicting the emblem of ISAS, the name and address of the society and in addition chapters' name and address.

R-6-10 The committee may at its discretion, close a chapter after giving it notice of three months and considering any explanation received by the society from the chapter for:

- a) Failure of the chapter to maintain at least twenty members in good standing
- b) Failure of the chapter to hold at least two meetings each year, and
- c) Any activity declared by the committee to be detrimental to the interests of the society.

R-7 NOMINATIONS AND ELECTIONS

R-7-1 The procedure to fill the elective posts of the society shall be as follows:

- a) The committee shall appoint an Election Sub-Committee latest by 31st July, consisting of upto three non-contesting members to conduct the elections.*
- b) The election sub-committee shall announce to all classes of members eligible for voting regarding the election, through Official Web Site, indicating the last dates for receiving nominations, withdrawal of nominations if any, election date etc. and shall complete the process of election by 31st March.*
- c) Nominations shall be made to the Election Sub-committee over the signature of at least two qualified voters.
- d) Election sub-committee after scrutinizing the eligibility of the nominees, and after the due

withdrawals of nomination if any, shall cause to be mailed to all eligible voters, ballots listing the names of all candidates for the elective offices with appropriate instructions.

e) The sub-committee shall, after receipt of the ballots, **have them checked and counted and make the results available to EC which in turn may inform candidates contesting and formally announce at the next Annual General meeting. Election shall be by simple majority. In case of a tie, the issue shall be settled by voting at the Annual General meeting. Newly elected Executive Committee shall take charge at the end of the Annual General meeting.**

The said AGM for announcing the election results and handing over of charge to the newly elected EC shall be called on the expiry of the normal or extended tenure of the existing EC.

f) *Election to fill the vacancy of the Chairman of a chapter shall be held in the conformity with the chapter's Bye Laws and the result of such election shall be communicated to the General Secretary not later than 1st February.*

R-7-2 Any member shall be eligible to contest the election for the Executive Committee of the society, provided,

a) *He is not in arrears of payment of subscription on 30th June of the year.*

b) *He has been a member of the society for a minimum period of 2 years.*

R-7-3 Only a member whose membership subscription is not in arrears as on 30th June of that year shall be eligible to vote in the election.

R-8 MEETINGS

R-8-1 The society shall hold Annual General Meeting and other meetings at appropriate times and places as determined by the committee.

R-8-2 Meeting shall be conducted in accordance with these presents and normal parliamentary procedure shall be followed as far as possible.

R-8-3 Intimation posted through Official WhatsApp Group formed by EC or Letters sent through e-mail not returned or any notice displayed on website shall be considered as a notice/letter duly delivered as that of by sending through postal mail/courier.

R-9-1 All funds and properties of the society shall be managed by the committee and the money shall be deposited in account with a scheduled bank approved by the committee.

R-9-2 Cheques shall be signed by any two of the following i.e. President, Treasurer, Hon.

General Secretary or any other office bearer as authorized by the committee.

R-9-3 Imprest amount may be advanced to an individual for current disbursement as authorized by the President or his nominee with the concurrence of the Committee. No member of the Committee shall act as an auditor.

R-9-4 Any member of the society with the permission of the President and by previous appointment with the Treasurer can inspect the accounts of the society.

R-9-5 The property of the society shall be insured against theft, fire, damage, etc. R-10 AMENDMENTS

R-10-1 For the amendments of the memorandum of the Association for the society, provisions of sections 12 of Society's Registration Act, of 1860 shall be applicable.

R-10-2 Amendments to the Rules and Regulations may be proposed by means of resolutions adopted by the committee or by means of a petition signed by at least ten percent of the qualified members.

R-10-3 Procedure for adoption of amendments shall be by two thirds majority of those present and voting at the meeting convened for this purpose.

R-10-4 The date on which an amendment shall take effect shall be decided by the General Body, but no amendment shall take effect earlier than 30 days after its adoption, unless the General Body specifically decides on its taking immediate effect. R-10-5 Copies of the amended Constitution shall be made available to all members of the society, through official website.

R-11 DISSOLUTION OF THE SOCIETY

R-11-1 On request in writing by forty percent members of the society, the committee shall convene the General Body Meeting. The dissolution can be ratified only by a seventy five percent majority of the total votes (direct or proxy). In dissolving the society, provisions of the Section 13 and 14 of the Societies Registration Act, XXI of 1860 shall be applicable.

R-12 GENERAL

R-12-1 All the provisions of the Societies Registration Act XXI of 1860, will apply to this society.

BYE-LAWS OF THE SOCIETY

B-0-1 PURPOSE

B-0-2 The Bye-Laws provide authority and direction in achieving the objective of the society as set forth in the memorandum of Association and the Rules and Regulations made there under to ensure continuity and efficiency in the administration of its affairs.

B-0-3 These Bye-Laws shall be complementary to the Memorandum of Association and the Rules and Regulations shall be deemed ultra vires where and to the extent they are inconsistent with the Rules and Regulations.

B-1 ADMISSION, TRANSFER AND SERVICES

B-1-1 Application for admission to the membership (except for Hon.Member) of the Society shall be made to the General Secretary of the Society, in the prescribed form, who shall put it to the Committee for its consideration. The committee shall have the discretion to accept or reject an application without assigning any reason.

B-1-2 When the application is approved, membership period shall be dated as the first day of the month following approval and shall extend to the last date of the year, after which it shall be renewed year after year⁽²⁴⁾.

B-1-3 An applicant whose application for admission or transfer to a higher class has been rejected, may renew his application not earlier than one year following such rejection.

B-1-4 For new admission, prescribed admission fee shall be sent with the application. For transfer of membership only the difference in annual subscription of the respective classes shall be charged.

B-1-5 For admission to the class of Hon. Fellow, proposals in writing shall be submitted by the past or present President or Vice-President of the society or by the Chairman of its chapter or Specifically constituted Committee. The proposal shall contain sufficient information to indicate that the qualifications required for this class of membership are met.

B-1-5-1 On acceptance of the proposal by the committee, the General Secretary shall seek the consent of the person before inviting him to join the society.

B-1-5-2 The conferment of Honorary Fellowship shall be done normally during the Annual General Meeting.

B-1-6 Notice of admission to membership shall be sent to the members of the particular class together with copies of the Memorandum of Association, the Rules and Regulations and the Bye-Laws of the society to which he shall have been deemed to agree. If the member of the particular class is within the jurisdiction of a particular chapter, a copy of the notice of admission shall be sent to the Chapter.

B-1-7 Any member who is in default in payment of his annual subscription on the 30th June of the year shall cease to be a member. The committee may at its discretion restore his membership subsequently in that year on payment of his dues without payment of fresh admission fee.

B-1-8 The name of any member whose conduct has been found to be in conflict with the interest of the society, shall be removed from the roll only after a resolution to this effect has been passed by at least 2/3 majority of the members present and by voting at the General Body.

B-1-9 A member of the society ceases to be a member a) on death b) on resignation c) on arrears of subscription as in B-1-7 d) and removal from society as in B-1-8

B-2 SUBSCRIPTION AND ADMISSION FEES

B-2-1 The class and subscription fees shall be as follows:

Class Subscription

B-2-1 b) Student member -Rs 500/- (for one term of 3 years)

To be modified as

B-2-b) Life Member, Rs. 3000/- (\$500 or equivalent for NRI)

Ordinary Member Rs. 500/- per annum

c) Associate Member Rs. 300/- per annum

d) Corporate Member Rs. 100,000/- (for Life term)

e) Life Member (Non-residents) \$ 500 or equivalent.

In addition, Rs 100/- will be payable as processing charge for all categories of Members. 30%

(50% with effect from 01.05.2022) of the Membership fee (all types) against Members Mobilised by the Chapters would be retained by the chapter and 70% (50% with effect from 01.05.2022) would be debited to HQs.

“Further, all the Chapters of ISAS should also remit, at the end of every year, 25% of any extra income generated (if any) from various activities, to the Head Quarters to support the activities of HQ of ISAS”.

B-2-2 On or about 1st April the annual dues for the year will generally be intimated to each member.

B-2-3 The last known address of a member shall be considered as valid mailing address for correspondence by the society. Communications to Members Addressed through Official Web Site of ISAS shall be the legally valid and final communication from ISAS to all Members of its General body and Chapters.

B-3 EXPENDITURE

B-3-1 President and Hon. General Secretary shall have the power to incur day-to-day expenditure upto an amount, fixed by the Committee on each item subject to availability of funds under the relevant head in the budget.

B-4 MEETINGS

B-4-1 Annual General Meetings, Special General Meetings, Committee Meetings of the Sub-committees and Panels, and Technical Meetings shall be considered as the meetings of the society. These shall be convened as indicated below:

- a) Annual General Meetings shall ordinarily be held within two months of the close of the year.
- b) Special General Meetings of the society may be called by the committee or by requisition of 50 members or $\frac{1}{4}$ of the members whichever is less.
- c) Committee meetings shall be held as often as required but not less than twice in a year.

B-4-2 At least four weeks notice (by Email or WhatsApp) for all general meetings and two weeks for all offline / physical committee meeting shall be given to the members. At least two weeks' notice (by Email or WhatsApp) for all general online meetings, and one week for online committee meeting shall be given to the members. The notice by Email or WhatsApp shall specify the agenda, date, time, place and mode of meeting.

B-4-3 At all meetings of the Society, the President or in his absence one of the Vice Presidents, as suggested by the President, shall take the chair except the meetings of the subcommittees and panels. In the absence of both the President and Vice Presidents, a Chairman for the meeting shall be elected from amongst the members present with the consent of the President / meeting.

B-4-4 Twenty-five percent of the members of the society in good standing or 40 members in good standing, whichever is less shall form a quorum for annual general meeting and for special general meeting. For meeting of the committee, quorum shall consist of 1/3 of the Committee members.

B-4-5 If the business of annual general or special general or committee meeting cannot be transacted for want of quorum; the meeting shall be adjourned for half an hour and will be reconvened. For this adjourned meeting no quorum shall be necessary and the scheduled business only will be transacted.

B-4-6 Results of motions shall be determined by simple majority vote unless otherwise specified in the constitution and Rules and Regulations, with the president abstaining except to break a tie, if he so desires.

B-4-7 At the Annual General Meeting the following business shall be transacted:

- a) To approve the minutes of the previous meeting and to receive a report on the actions taken on the resolutions previously adopted.
- b) To receive, consider and approve the committee's report on working of the society and the audited statement of account for the previous year, copies of which shall have been dispatched to the members at least two weeks before the date of the meeting.
- c) To announce the office bearers of the society for the following term and record their names.
- d) To appoint auditors.
- e) To consider the resolution or proposals for which due notice has been given
- f) To consider any other matter with the permission of the Chair.

B-5 SOCIETY REPRESENTATIVE

B-5-1 The President and Secretary shall represent or nominate the representative of the Society. The Committee shall have the authority to nominate other representatives of the society to serve on committees of other bodies and to brief them. The representative shall report to the committee the business transacted during all such meeting.

B-6 COMMON SEAL

B-6-1 The Executive Committee shall provide a common seal of the society and make rules for safe custody and use thereof, and it shall never be used except by the authority of Executive Committee previously given. Every instrument to which this seal is affixed shall be signed by the president (and in his absence by the Vice-President at headquarters) and every such instrument shall also be signed by the General Secretary or some other person authorized by the Executive Committee.