

CONSTITUTION

(Effective from 20.09.2019)

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.isasindia.com

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.A-444 Road No.37, (Off Road No.28), Wagle Estate, Thane-400 604⁽¹⁾*

M-3 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, news letters 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.

(1) Amended vide AGM dated 19.8.2006 at New Delhi

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-4 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-5 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 the Registered office 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⁽²⁾*
- h) *Annual subscription means subscription for one financial year⁽³⁾*
- 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⁽⁴⁾*

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 five classes of members of the Society as follows:

- a) Honorary member shall be entitled for life to the rights and privileges of the members of the Society and in addition shall be exempted from the payment of subscription.
- b) Life Member shall be entitled for life to the rights and privileges of the members of the Society.
- c) *Ordinary members shall be entitled to rights and privileges as prescribed from time to time⁽⁵⁾*

 (2) & (3) Amended vide AGM dated 15.3.1989

(4) & (5) Amended vide AGM dated 19.8.2006 at New Delhi 5

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

e) 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 Member shall be a person of outstanding professional distinction in the field of Analytical Sciences and their applications and shall be enrolled only by invitation of the committee.

b) 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.

c) Member shall be a person enrolled by the committee, on application and shall be a science/engineering graduate, who subscribes to the aims of the society.

d) 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.

e) 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 ⁽⁶⁾.

(6) Amended vide AGM dated 15.3.1989

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 its Sub-Committees/Working Groups/Meetings as Permanent Invited Members with Voting Rights.

R-2-3 If an organization/institution, profit making or otherwise becomes sustaining 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) Four chairman of the chapter shall be ex-officio member of the committee as co-opted by the committee ⁽⁷⁾.*

R-4-2 *The tenure of the office of the committee shall be three years. The immediate past president shall on expiry of his term of office become ex-officio member of the committee for the second term ⁽⁸⁾.*

(7) & (8) Amended vide AGM dated 19.8.2006 at New Delhi

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 Sub Committees 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 WhatsApp 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.

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⁽⁹⁾.*

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.

 (9) Amended vide AGM dated 19.8.2006 at New Delhi

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 ⁽¹⁰⁾.

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. One of the Vice-Presidents shall be from Head Quarter ⁽¹¹⁾.

c) **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 previous 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 the decisions and consent of EC⁽¹²⁾.

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. One joint secretary shall be from HQ⁽¹³⁾.

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⁽¹⁴⁾.

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 ⁽¹⁵⁾.

 (10) (11) (12) (13) (14) & (15) Amended vide AGM dated 19.8.2006 at New Delhi

R-5-3 No office bearer of the society or member of its committee shall receive any salary or emoluments from the society.

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 addressed to the society, approve establishment of chapters to serve specified geographical areas. Such requests shall be signed at least by fifty members of any class normally residing in or employed within the geographical limits proposed for the 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 office-bearers of the chapter shall be a Chairman, a Vice- Chairman, a Secretary, a Jt.Secretary, a Treasurer and a Jt.Treasurer and 4 members elected triennially, at the General Body meeting of the chapter coinciding with the elections of the National Executive Committee(H.Q). The amendment will come into effect from 1996-1997 elections. The Chairman, Secretary and Treasurer shall be from head quarters of the chapter. The office bearers shall not be eligible for re-election for more than one consecutive term. The immediate past Chairman and Secretary of the Chapter shall, on expiry of their term of office, become ex-officio members of the committee of the chapter for a second term ⁽¹⁶⁾.*

 (16). Amended vide AGM dated 15.3.1989

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 maintenance of the chapters. The aid shall be thirty percent of the annual subscription received from the members covered by the chapter. The chapters are authorized to raise funds for specific purposes with prior concurrence of the 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 ⁽¹⁷⁾.

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⁽¹⁸⁾.

c) Nominations shall be made to the Election Sub-committee over the signature of at least two qualified voters.

 (17) & (18). Amended vide AGM dated 15.3.1989

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.

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⁽¹⁹⁾.

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 ⁽²⁰⁾.

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 ⁽²¹⁾.

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.

(19) (20) (21). Amended vide AGM dated 15.3.1989

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* ⁽²²⁾.

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* ⁽²³⁾.

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. A member of the Committee shall not 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.

(22) (23) Amended vide AGM dated 19.8.2006 at New Delhi

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. At that meeting, E.C. members shall not form the majority.

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 PURPOSE

B-0-1 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-0-2 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. Member, 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. 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 Membership shall be done normally during the Annual General Meeting.

B-1-6 Notice of admission to membership shall be sent to the member 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 deemed to have agreed. 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.

(24) Amended vide AGM dated 15.3.1989

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 ⁽²⁵⁾.

B-1-8 The name of any member whose conduct has been found to be against 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 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

a) Life Member Rs. 2000/-

b) 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% of the Membership fee (all types) would be retained by the chapter and 70% would go to HQs⁽²⁶⁾.

“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”.

(25) & Amended vide AGM dated 15.3.1989

(26) Amended vide AGM dated 19.8.2006 at New Delhi

B-2-2 *On or about 1st April the annual dues for the year will generally be intimated to each member* ⁽²⁷⁾.

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 for all general meetings, and two weeks for all committee meetings shall be given to the members. The notice shall specify the date, time and place of the meeting.

B-4-3 At all the 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 sub-committee and panels. In the absence of both the President and the Vice-Presidents, a Chairman for the meeting shall be elected from amongst members present, with the consent of the President.

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 $\frac{1}{3}$ of the Committee members.

 (27) Amended vide AGM dated 15.3.1989

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 head quarters) and every such instrument shall also be signed by the General Secretary or some other person authorized by the Executive Committee.