

INDIAN SOCIETY OF TOBACCO SCIENCE (Regd)
(Formerly Tobacco Research Workers' Association of India)
Central Tobacco Research Institute
RAJAHMUNDRY-533 105, AP, INDIA

Regd. No. 120 of Sept.13, 1974

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Indian Society of Tobacco Science (Regd), (Tobacco Res. Workers' Association of India) came into existence in 1974 and was registered under the Societies Registration Act XXI of 1860.

The main objective of the Society is to encourage and promote dissemination of scientific knowledge by arranging National Symposia, Exhibitions and collaboration of the research work being carried out by the National Institutions, Tobacco Trade and Agriculture.

The Society also undertakes the publication of a half-yearly research journal "Tobacco Research" to bring into wide circulation the latest experimental findings on all aspects of tobacco. The membership of the Society is open to all individuals/organisations in any field of research related to tobacco crop and tobacco products.

The headquarters of the Society is located at Central Tobacco Research Institute, Rajahmundry-533 105, Andhra Pradesh, India.

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CONSTITUTION

1. Name:

The name of the Society shall be "INDIAN SOCIETY OF TOBACCO SCIENCE"

2. Present Address:

Indian Society of Tobacco Science, C/o Central Tobacco Research Institute, Rajahmundry-533 105, AP

3. Area of Operation:

All over India

4. Aims and Objects:

The purpose of the Society shall be to promote the cause of the Tobacco Research Workers in all aspects by

- (a) holding national and international meetings and symposia once in four years with a view to diffuse scientific knowledge among them and the public,
- (b) publishing a half-yearly journal for the present which shall be called 'TOBACCO RESEARCH' to enable the tobacco research workers, specially in India, to disseminate the research findings quickly for the benefit of the tobacco growers, as well as the manufacturers of tobacco products,
- (c) encouraging original investigations in the research institutes and manufacturing establishments,
- (d) providing a library for the benefit of the members and
- (e) other activities approved by the Society or Executive committee

5. Membership and Subscriptions:

- (a) Membership of the Society shall be open to all individuals interested in any field of research related to tobacco crop and tobacco products.
 - (b) There shall be four classes of members, viz. Life, Ordinary, Student and Honorary. Life Members are those who pay a sum of Rs.300/- in India or \$ 100.00 or £ 65.00 abroad in lumpsum or in 10 instalments within a span of one year. Ordinary members are those who pay an Annual Subscription of Rs.40/- or \$ 18.00 or £ 9.00 abroad. For the student members, the subscription will be 50% of the subscription for ordinary members. The Honorary Membership shall be restricted to persons eminent for their contribution to Tobacco Research. The total number of Honorary Members shall not at the time of selection exceed five percent of the total number of Life and Ordinary Members. Honorary Members shall be selected at the Annual General Body Meeting of the Society.
 - (c) There shall be an admission fee of Rs.5/- in India or \$ 1.00 or £ 0.50 abroad for Membership.
 - (d) The Annual Subscription to the Society's half-yearly journal by non-members shall be Rs.150/- in India or \$25.00 abroad inclusive of postage (Surface Mail). \$ 6.00 or £ 3.00 will be extra if the journal is to be sent by Air Mail.
 - (e) The General Body can revise the membership and subscription rates from time to time.
 - (f) Any member who defaults payment of Subscription to the Society for a period of more than one year ceases to be a member. The membership fee is always payable in advance.
6. (a) Ordinary and Life Members have the right to vote and hold office, and are further entitled to the issues of the journal of the society and any other publications, the society may publish. Voting by Proxy shall not be permissible except in the case of Patrons. No member present shall have two votes. Student members shall have no right of voting but will be entitled to have the issues of publications of the Society.
- (b) Honorary Members shall enjoy all the privileges of Life Members, except that they shall not be eligible for any office or to vote at the meetings of the Society.

7. Financial Year: The financial year of the Society will be from 1st January to 31st December.

8. Patrons: Any person, Institution/Company donating a sum not less than Rs.2500/- (\$ 500.00) to help the cause of the Society shall be a Patron of the Society. The Patron or his representative shall enjoy all the privileges of a Life Member.

9. Executive Committee:

- (a) There shall be an Executive Committee, which shall carry on all the affairs of the Society. It shall implement the policies of the Society, as decided at the General Body Meetings.
- (b) The Executive Committee shall consist of a President, a Vice-President, a Secretary, a Treasurer and Editor and six members.

- (c) Among the office bearers, the Secretary and the Treasurer shall be members residing at the Headquarters of the Society for functional advantages.
- (d) The President, Vice-President, Secretary, Treasurer, Editor and the six members will be elected by the General Body and ~~xxxxx~~ their term of office will be for two years.
- (e) The President will preside over the Executive Committee and the General Body Meetings, advise and direct the Secretary in carrying out the affairs of the Society.
- (f) The Secretary shall be responsible for recording the proceedings of the meetings of the Society and shall perform all other duties devolving upon that office.
- (g) To cope with the increased work of the Society, one Assistant Secretary and one Assistant Editor, may be nominated by the President, if found necessary.
- (h) The Secretary shall be responsible to the Executive Committee and General Body regarding all the activities of the Society.
- (i) The Treasurer shall be responsible for the financial affairs of the Society. He shall keep accounts, receive deposits and disburse money on behalf of the Society. A Savings Bank Account shall be opened in a Scheduled Bank and will be operated by the Secretary and Treasurer.
- ~~xx~~ i. All accounts of the Society shall be audited by the Auditors appointed by the Society. The Treasurer shall present the audit report of the previous year at the time of the Annual General Body Meeting.

10. Editorial Board:

- (a) The Editorial Board shall consist of:
 - (i) The Editor and
 - (ii) Four Members will be nominated by the Executive Committee for two year term. At least two of the four members of the next board shall be new nominees. The New Executive Committee shall nominate two new members and retire two of the four previous members.
- (b) The Editor shall be responsible for the publication of journal of the Society. He shall act as the Convenor of the Editorial Board. The Editorial Board will be the final authority for the scrutiny and publication of the articles in the journal after receiving comments of referees about suitability of its publication in the journal. The articles recommended by the referees will only be accepted for publication. It will plan the Editorial Policy of the Journal from time to time and execute the same after seeking approval thereto of the Editorial Board.

11. Meetings of the Executive Committee:

- (a) Committee meetings shall be held periodically at the discretion of the President or on the request of one half of the members of the committee.
- (b) The date, venue and time of meeting shall be notified by the Secretary, to each member of the Committee at least four weeks before the date on which such meetings are to be held. Non-receipt of such notice or postal delay in receipt of the notice by any member shall not

- (c) There shall be atleast two meetings of the Committee to transact the business of the Society.
- (d) Extraordinary meetings of the committee shall be called by the President on a requisition signed by seven members of the Committee or at his own discretion when he shall direct the Secretary to issue notice for the purpose. For attending such a meeting the member shall be paid actual concessional First Class Train Fare by the Society. If found absolutely necessary the President may carry on the business of the Committee and the Editorial Board through correspondence.

12. General Body and its functions:

- (a) All members who are not in arrears are eligible for participation in the General Body Meetings. (See Rule 14 (1)).
- (b) The General Body
 - (i) Elects the Executive Committee Members.
 - (ii) Passes the Budget of the Society for the ensuing year and approve the expenditure statement of the previous year.
 - (iii) Approves the report of the Secretary on the activities of the Society.
 - (iv) Appoints auditor(s) for scrutinising the accounts of the Society.
- (c) The time, date and venue of the Annual General Body Meeting shall be arranged by the Executive Committee in co-operation with other organisations having similar purpose, if possible. The venue will be fixed by the Executive Committee according to facilities and convenience of the members.
- (d) The Agenda for the Annual General Body Meeting will be circulated atleast one month in advance.
- (e) An extraordinary meeting of the Society will be convened if one third of the members of the Society send a signed requisition to the Secretary for such a meeting. An emergent or extraordinary meeting of the General Body may be called by the Committee by giving the members 21 days notice.
- (f) Meetings of the Society shall be presided over by the President or in his absence, by the Vice-President or by a member of the society elected at the meeting. One fifth of the ordinary and life members shall form the Quorum.

13. Meetings of the Editorial Board:

- (a) An Annual Meeting of the Editorial Board shall be held at the time of the Annual General Body Meeting of the Society if desired by the President.
- (b) Ordinary meeting of the Editorial Board may be called by the Editor.

14. Election of Office Bearers:

- (a) The Election of Office Bearers shall take place at the Annual General Body Meeting of the Society. The Executive Committee will co-opt members to fill up interim vacancies
- (b) The following procedure shall be adopted for all elections to office. The Secretary shall circulate a list of members two months before the Annual General Body Meeting. He shall invite nominations by any member duly seconded by another member and shall also ascertain the willingness of the nominee for the office before 30 days of election.

The list of valid nomination shall be circulated among members before 15 days of the Annual General Body Meeting.

- (c) All voting shall be by secret ballot on forms supplied by the Secretary and returned as advised by the Secretary.
- (d) Votes shall be scrutinised at the Annual General Body Meeting by persons nominated for the purpose.
- (e) Candidate securing highest number of votes shall be declared elected. Tie shall be decided by drawing lots.
- (f) All retiring office bearers shall be eligible for re-election.
- (g) Once in every year after one month from the date of the General Body Meeting of the Society a list of members with their occupation and address shall be filed with the Registrar of Societies.
- (h) A member may withdraw from the Society by signifying his desire to do so in a letter addressed to the Secretary. The Secretary however shall not be liable to return any fee that may have been paid by the member in advance.

15. Funds:

The funds of the Society shall consist of (a) admission fee (b) annual subscription of member, (c) Life Membership fee, (d) donations, (e) grant in aid from Government Institutions, Societies or individuals interested in the work for the Society (f) subscription to the journal of the Society and sale proceeds of the publications of the Society (g) any other source as determined by the Executive-Committee. They shall be used for the development of the Society only and no portion thereof, shall be paid or transferred directly or indirectly to any of its member, through any means.

16. Head-quarters:

The Official Headquarters of the Society shall be located at Central Tobacco Research Institute, or at its own building.

17. Amendments:

- (a) The above rules may be amended at any General Body Meeting of the Society by 2/3 majority of the members present, and voting for the amendment, provided that no amendments to add, alter or delete any rules and or clauses of memorandum of the rules and regulations of the Society shall be made without the previous approval of the Commissioner of Income Tax.
- (b) Any amendment proposed by a member should be forwarded to the Secretary one month in advance of the General Body Meeting for circulation among the member, except in urgent matters.

18. Winding up:

(a) In the event of dissolution of the Society all the remaining funds and assets will be transferred to any other institution having similar objects and aims and which has been recognised by the Income Tax Act, 1961 and to which the provision of Sec.80(G) shall apply.

(b) This is to be determined by the votes of not less than three fifth of the members present personally at the time of the dissolution.

19. The General Body will meet one in every year during the month of May/June.