

BYE-LAW

1. Name

The name of the Society shall be 'THE FACT TECHNICAL SOCIETY'

2. Office

Office of the Society will be in the following address:

The FACT Technical Society

Room No.

Shopping Complex, Near Ammo. Complex Gate

Udyogamandal – P.O., 683 501

Ernakulam District.

3. Objectives

The objectives of the Society are to promote technical developments, development of technical and scientific outlook and leadership, cultivate fellowship of the allied institutions and to update the technical knowledge and professional experience by:

- a. Publication of technical and scientific literature and giving Consultancy services
- b. Arranging classes, seminars, tours, visits, etc.
- c. Conducting meetings at regular intervals
- d. Establishing and administering educational institutions,
- e. Merit awards to the children of members
- f. Any other activities which will further the said objectives

4. Membership

(a) Ordinary Membership

Ordinary Membership of the society is open to all employees of the Fertilisers And Chemicals Travancore Ltd (All divisions) on request, provided he / she shall abide by the rules and regulations of the Society that are made from time to time. The person requesting the membership should pay the enrolment and an yearly subscription fee. The enrolment fee has to be paid in cash and the membership fee (to be paid every year) shall be either deducted from salary or may be paid in cash. Membership is granted / offered by the Executive Committee after scrutinizing the application.

Employees of FACT seeking membership have the option of paying the yearly membership fee at one time as a lump sum amount which shall be not less than the amount equalling 10 years' fee.

Membership is offered to employees of industrial establishments other than FACT, of Udyogamandal and Ambalamedu area on request. For which the individual has to apply through prescribed format. He has to produce an employment certificate from employer. Membership is granted / offered by the Executive Committee after scrutinizing the application.

The enrolment fee and a lump sum amount which is in force (which will not be less than 12 times of yearly membership fee) at that time have to be paid on getting the membership.

Ordinary membership automatically ends when the person ceases to be an employee of FACT or employee of the establishment in which he was working at the time of getting membership.

(b) Honorary membership

Is offered to person of eminence who has proved his extra merit in technical or scientific field .

Any member can nominate such a person for honorary membership with all supporting documents. The executive committee after considering all the facts about the nominated person shall take decision on granting Honorary Membership after getting consent from the person nominated. A committee can give only one Honorary Membership in its term of two

years. There is no Membership or enrolment fee for honorary members. Honorary member do not have voting rights.

Henceforth there will not be new issue of Life Membership, however, present Life members can continue.

5. Enrolment and Membership fees:

Ordinary membership fee shall be Rs.100/- payable once in a year. Enrolment fee is Rs.20/-. Financial year shall be considered as the working year.

An official receipt will be issued by the Treasurer for every payment by Cash, Cheque, DD or Money Order. No separate receipts will be issued if the membership fee is collected through Pay Roll deduction.

6. Removal of Membership

(i) Any member who fails to pay the membership fee ceases to be a member and shall forfeit his claim to any benefits from the date of removal of his membership. For the members whose membership fee is collected through Pay Roll, in case the deduction is not made till December 31st, he has to pay the fee in Cash or Cheque before 31st March.

(ii) Any such person who has ceased to be a member can be readmitted at the discretion of the Executive Committee as a new member on payment of his enrolment and membership fees and other dues, to the Society, if any.

(iii) Disciplinary action shall be taken against any member who, in the opinion of the Executive Committee, is found working against the interest of the Society, after following the natural course of justice. If a member fails to attend the meeting of the Society for five consecutive programmes, the Executive Committee can remove the member from the committee after giving intimation to him.

7. Resignation

(a) A member may resign his membership by submitting to the Secretary of the Society to letter to that effect and paying all his dues to the Society.

(b) Any member who resign thus is entitled to re-enrolment as a new member as per provisions contained herein.

8. Rights and Benefits

All members have equal rights and privileges in all activities of the Society except in the case of election of president, which is reserved for members above the rank of Dy Chief engineer
FACT

9. Executive Committee

(a) The affairs of the Society shall be managed by an Executive Committee consisting of one President, three Vice-Presidents, one Secretary, two Joint Secretaries, one Treasurer and Committee members, one each invariably from each department or group of departments or institution, that may be decided by the Executive Committee from time to time depending on the strength of membership. The Executive Committee can nominate additional members to a maximum of five, if found necessary to cover all the departments. Maximum number of Executive Committee members shall be limited to 1/30th of total membership, excluding the nominated committee members. The nominated committee members also shall have equal rights and responsibilities as elected executive committee members.

The president, Secretary, Jt secretaries, vice presidents, and treasurer are collectively referred as Office bearers.

1. There shall be one executive committee member for all retired society members.
 2. While nominating committee members, the respective department's member shall propose and second a member for the post.
 3. There shall be at least two woman member in the executive committee
- (b)** The President, the Vice-Presidents, the Secretary, the Joint Secretaries, the Treasurer and the Committee Members shall be elected by the members of the Society as per provisions in the bye-laws.
- (c)** The office-bearers are elected in AGM and can hold office till the next AGM. Executive Committee will hold office for one term (two years) and shall retire at the Annual General Body Meeting after the period but shall be eligible for re-election.
- Any member of the society has the right to get elected as Vice president, Secretary, Jt Secretary and Treasurer.
- The President shall be an officer not below the rank of a Chief Engineer/Dy Chief Engineer. If no member is willing to contest for any position of office-bearer, the Executive Committee have right to nominate a suitable person from the committee members to such post.
- (d)** The Committee will fill up by co-option any casual vacancies in the Executive Committee other than that of the President, the Secretary and the Treasurer which shall occur between one annual general body meeting and the next and also any new committee members from any other new divisions which might come into being.
- In case the President, Secretary or Treasurer goes out on retirement, the vacated post shall be co-ordinated by the immediate or next office bearer and the vacated post shall be filled in the next AGM.
- (e)** Vacancies of President, Secretary and Treasurer can be filled only by election.
- (f)** Any office bearer can be removed from office by a "No confidence motion" passed by 2/3 majority of members present in the General Body Meeting of the Society called for that purpose by written requisition signed by not less than that one third of the total strength, stating the specific charges against the member in question. The quorum for such a meeting shall be 50% of the total strength of the Society or 100 numbers whichever is lower. Such a member shall be entitled to continue to be an ordinary member provided he shall not be found working against the interests of the Society.
- (g)** If a member of the Committee absent himself from four consecutive committee meetings without sufficient reasons, he shall be removed from office at the discretion of the Committee. The Executive Committee can also cancel his membership under intimation to him.
- (h)** Co-option of the Executive Committee has to complete before last election bulletin (results).

10. Patron

The Chairman and Managing Director of FACT Ltd., is the patron of the Society.

11. President / Vice-President

- (a)** He shall be the Executive Head of the Society, shall preside over all meetings of the Society and the Executive Committee, preserve order and sign all minutes. He shall work as the Editor of the Publications of the Society.
- (b)** He shall have powers to convene special meetings of the Society and the Executive Committee whenever he considers if necessary.
- (c)** In case of emergency, requiring immediate attention, he may adopt such measures as circumstances may demand and report action taken to the committee and get the same ratified.

11. Secretary / Joint Secretary

He shall exercise general supervision and control all activities of the Society and will be responsible for:

- (a) Taking initiative in originating and conducting all activities of the Society.
- (b) Conducting correspondence on behalf of the Society
- (c) Recording minutes of the Committee and General Body Meeting.
- (d) Maintaining a register of Members and other documents required for working in the Society.
- (e) Convening meeting of the Executive and General Body in consultation with the President and issuing notices and agenda for the purpose.
- (f) Scrutinizing bills and vouchers and payment for approval for the President and monitoring the expenditure as provided in the adopted Budget.
- (g) Giving official receipt to outside parties /institution, etc.'
- (h) He shall be the custodian of all office valuable properties and securities of the Society.
- (i) An impress amount of Rs.500/- shall be kept with him for meeting the immediate expenses of the Society.

14. Treasurer

- (a) He shall maintain all accounts of the Society, collect amounts due to Society and issue the receipts and make payment on proper vouchers passed by the Secretary and approved by the President on account of the Society.
- (b) He shall be responsible for the proper deposit of the funds of the Society in the Banks approved by the Executive Committee.
- (c) He shall retain on hand, cash not exceeding Four Thousand Rupees(` 4000) and the surplus money shall be deposited in the Bank before the 15th of every month following the date of collection.

15. Committee Member

He shall assist the President, Vice-Presidents, Secretary, Joint Secretaries and the Treasurer in carrying out the activities of the Society, such as collecting the membership fees, keeping the Members of the respective department in touch with the affairs of the Society, etc.

16. Executive Committee Meeting

- (a) The Committee shall meet not less than once a month. In consultation with the President, the Secretary shall summon a meeting of the Committee whenever necessary or on receipt of a request in writing signed by at least ten members of the committee giving the purpose of the meeting. One-week notice is required for such meetings.
- (b) The notice for the meeting shall state the purpose for which the meeting is called for.
- (c) The meeting of the committee, at which a quorum of nine committee members excluding the President is present, shall be competent to exercise all or any of the authorities, powers and discretions exercisable by the Committee.
- (d) Questions arising at any meeting shall be decided by a majority of votes and the President will have casting vote (only in addition to the vote to which he is entitled).
- (e) The Executive Committee shall review, among items in the agenda the financial position of the Society as on that date.
- (f) On completion of a programme the Executive Committee shall hold a review meeting. In such review meeting the income and expenditure of such Programmes are also to be reviewed.

17. General Body Meeting:

- (a) Annual General Body Meetings shall be held in the month of April in alternative years with 30 days notice to the members.

(b)At this meeting, the Annual Report of the Society with an audited account of preceding year ending 31st March and a provisional budget for the succeeding year is presented by the committee to be adopted by the General Body.

(c)The quorum for such general body meeting shall be one third of the total strength of the Society or 200 whichever is less.

(d)Matters regarding the budget for the succeeding year shall be discussed in the same General Body Meeting.

(e)An extra-ordinary General Body Meeting can be called when the committee considers it necessary on a written requisition signed by not less than one third the total strength of the society. This requisition shall show the objects of such a meeting and should be submitted to the secretary with a fortnights notice who will arrange for such a meeting in consultation with the committee / President

(f)Questions arising in any such general body meeting shall be decided by majority of votes of the members present. The mode of voting will be decided by the president.

(g)In Extraordinary circumstances the Executive Committee can postpone the Annual General Body Meeting to a latter debate not exceeding two months by a resolution to that effect passed in the executive committee meeting.

18. Election

(a).For the smooth conduct of election of office bearers, an election committee consisting of Chairman, a convener, and 3 members shall be nominated by the executive committee, two months prior to the date of AGM. Election shall be conducted on secret ballot method and the decision of the chairman, Election Committee shall be final on all matters pertaining to election.

(b) Election of office bearers and committee shall be conducted once in every two year.

(c) Nominations for the election of office bearers and committee members shall be called for at least 30 days prior to the AGM.

(d) The convener of the Election Committee shall issue necessary procedures for election and the decision of the chairman of the Election Committee shall be final on all matters of disputes pertaining to the election. If no nominations were received from a section or sections for the post of executive committee member, the Chairman, the election commission shall decide whether such member/ members can be elected from AGM or co opted by Executive committee. Executive committee members shall be nominated/ elected from all divisions/ departments.

(19) Funds

a. Membership and enrolment fees, donation from members and non members, collections against any publications, seminars, meetings, coaching classes,entertainment,etc shall be from the General Funds of the society.

b. The general funds of the society shall be spent for:

(1) Payment in furtherance of any of the objectives s of the society intended to the benefit of members in general provided the expenditure shall not exceed the amount approved by the committee.

(2) Payment of the expense for the administration of the society including auditing of the accounts

(3) Funds shall be deposited in a bank/banks approved by the executive committee and shall be withdrawn from the bank against the signature of Treasurer with either that of secretary or president.

As indicated in (13f), payments shall be on vouchers passed by secretary and approved by president..

The above procedure shall be adhered to strictly.

(4) The executive committee shall approve expenditure more than Rs 5000/ in advance. An emergency meeting shall be called for emergency expenditure.

(5) Executive committee shall nominate an Auditor, who is not a member of the society and accounts to be audited by him before presentation to the General Body.

20.

(a) Bye Law Amendment shall be presented in the Executive committee and if passed shall be intimated to the members by publishing on society's website and keeping a copy of the same at the office of Society. The general body will discuss and finalise the amendments. The amendments shall be passed by majority of 2/3 members present. The amended bylaw shall be documented properly.

(b) If a member intends to bring a proposal for bye law amendment. He shall write to the secretary with the existing bye law and proposal of amendment, clearly indicating the reasons for amendment. The executive committee shall proceed as per provision given in 20(a) **(c)** Under extra ordinary circumstances, the secretary in consultation with President can convene general body for bye law amendment and proceed as per 20(a).

21. Winding Up of Society

If under any circumstances, it becomes necessary to wind up the Society, a general body of the Society has to be convened giving one month's notice to the members for this alone. The necessity for winding up of the society shall be explained by the President and if a resolution is accepted by the general Body by a majority of 2/3 of total numbers of members, action can be initiated for the winding up.

All members shall have equal rights and responsibilities for the funds, assets and liabilities of the society, in case there happen to be winding up of Society.

Bye-Law of the society and the periodicals of the society except those intended for sale will be issued to the executive Committee Members. Any member desirous of referring to these materials can approach the Executive Committee member and get the material for reference. The material has to be returned to the Executive Committee member.

Bye Laws approved by the General Body has to be supplied to the members free of cost. The byelaw shall be updated from time to time if required for smooth functioning of Society, and will be made available at society web site, www.facttechnicalsociety.org.