

## RULES AND REGULATIONS

These rules and regulations pertain to the “THE ROBOTICS SOCIETY”

### 1. **Membership**

Any person or an organization interested in furtherance of the objects and aims of the Society and who agrees to abide by the rules and regulations shall be entitled to become a member of the Society. He shall apply for membership in the prescribed form.

### 2. **Admission and Qualification for membership:**

An applicant for the membership must apply to the Secretary in the prescribed form.

#### 2.1 Membership shall be in one of the following categories:

*Category A: Individual Membership:*

(a) Individual members from academic/R&D

(b) Industry members

An individual who is at least 18 years old with an engineering or science degree or diploma with knowledge of and interest in the area of Robotics.

*Category B: Corporate Membership:*

Industries those are interested or involved in any aspect of Robotics research, education, marketing etc.

*Category C: Student Member:*

An individual who is at least 18 years old and is interested in Robotics and is studying at a bonafide educational institution. This would include undergraduate, postgraduate and doctoral students.

#### 2.2 Subscription to the Membership:

The admission to the membership shall be on payment of a nominal membership fee as per a structure based on category and term of membership. The structure may be decided by the Governing Body and may be amended from time to time as per the need. The Governing Body may waive the admission fee in special cases.

### 2.3 Termination of Membership:

The General Body by a two third majority may terminate the membership of any member including member organizations and Governing Council member if:

- a) The activities of the member are against the objectives and aims of the Society and or the constitution of India.
- b) Membership of the Association is incompatible with any use of its activities for political or commercial purposes.

The member must however be served with a written notice and allowed to defend himself.

3. The Society shall maintain an updated list of all members along with their addresses for correspondence.
4. The Society is not responsible for debts and expenses incurred by its members or by their delegates, except when authorized by the Governing Council.
5. The General Body reserves the right to reject an application for membership to the Society, without assigning any reason for the same.

## 6. **GOVERNING COUNCIL**

### 6.1 Composition of Governing council:

The Governing Council is elected to manage the affairs of the Society between the sessions of the General Body. It consists of

President	- 1
Vice – Presidents	- 2 (1 R&D/industry and 1 Academic)
Secretary	- 1
Treasurer	- 1
Ordinary members	- upto 10

In addition, the immediate past-President will be represented on the Council as a non-voting member.

The members elected to the Council are charged to attend to the interests of the Association as a whole, and not to the interests of the individual members. The Governing Council reports on its activities to the General Body.

## 6.2 Term of Office:

The Governing Council is elected by the General Body for a term of 3 years i.e. from one election to the other. The members of the council can be reelected consecutively only once. At least three members of the Council must retire at each general election and are not eligible for immediate re-election.

## 6.3 Remuneration:

The members of the Governing Council shall not receive any salary from the Society for their services.

## 6.4 Vacancies in the Governing Council:

If the President resigns or is unable for any reason to fulfill his functions during his term of office, the Vice-President assumes charge as President. When one of the other office-bearers of the Governing Council tenders his resignation or is not in a position to fulfill his functions, the Governing Council shall appoint one of the ordinary members to carry out his obligations until the next session of the General Body.

## 6.5 A Member of the Governing Council shall cease to be its Office Bearer on the happening of any of the following:

- a) On ceasing to be a Member of the Association;
- b) On becoming of unsound mind or insolvent;
- c) On conviction of any offence in connection with the formation, promotion, management or conduct of the affairs of any Society or body corporate or of any offence involving moral turpitude;
- d) On resignation from the membership of the Governing Board.

## 6.6 Duties and Powers of the Governing Council:

The Governing Council shall manage the affairs of the Society both in financial matters and otherwise. It has the final decision on all such matters and discharge all duties necessary for the smooth functioning of the organization for its mandated activities which shall include but not limited to:

- a) Administering the finances of the Society. It has also a right to set up a reserve fund. It can invest, sell, manage or develop, lease mortgage or dispose off or otherwise deal with any part of the property of the Society.

- b) To accept donations, grants whether in cash or kind (whether with or without any specific conditions) including property, grants, subscriptions and endowments from public, other institutions, agencies, Govt. Departments, in the interest of the promotion of the aims and Objectives of the Association;
- c) To sign agreements, documents, securities etc. concerning financial matters on behalf of the Association or to authorize person/ persons to act on behalf of the Association;
- d) To borrow money and/or to invest funds of the Association by way of depositing with banks and other government, securities, movable or immovable properties;
- e) To open and organize branch/ branches of the Association at places and to appoint nominate person/ persons committee and/or sub-committee to look after the management of the said branch/ branches;
- f) The Governing Council shall announce the vacancies that are likely to occur in its membership, at least 3 months before the General Body Meeting to all voting members for nominations to these posts. If necessary they may appoint a nominating committee. Election of Governing Council members is a required agenda item at each General Body Meeting.
- g) The Governing Council may appoint several commissions to carry out its work. The Chairmen of all these commissions shall be invited to attend all meetings as observers without vote, to present their reports. The Council may also appoint staff to support its operational work.

## 7. DUTIES OF MEMBERS OF THE GOVERNING COUNCIL

### 7.1 President:

The President of the Society shall be the Chief Executive Officer and Chief Official Representative of the Society. He shall issue directives for the purpose of conveying operating instructions. The President decides on the division of responsibilities and duties among the members of the Governing Council. He shall preside at the meetings of the Governing Council and at the General Body Meetings.

### 7.2 Vice-Presidents:

The Vice President shall perform such duties as may be assigned to him by the President and the Governing Council. He shall discharge the duties of the President when the President is temporarily unable to do so.

### 7.3 General Secretary:

The Secretary shall maintain the list of members of the Society and attend to all correspondences of the Society. The Secretary shall issue the notices of meetings and also other notices as required by the statutes and maintain minutes of the General Body and Governing Council Meetings. He shall also carry out all such duties as assigned to him by the Governing Council.

#### 7.4 Treasurer

The Treasurer shall maintain the accounts and finances of the Society and shall be accountable to the Governing Council.

### 8. **General Body Meetings:**

- a) The Governing Council shall prepare the agenda for all sessions of the General Body and inform all members not less than one month before the date fixed for the meeting.
- b) The General Body shall ordinarily meet, at least once a year. The sessions of the General Body are to be convened at the time of Conferences also. The date and place of the sessions of the General Body are determined by the Governing Council.
- c) The General Body is the supreme body that determines the policy of the association.
- d) The General Body has the right to resolve all questions concerning the Association. A simple majority of the voting members in attendance is required to resolve all the problems, with the exception of amendments to the Rules and Regulations.
- e) The President or in his absence one of the Vice-Presidents shall be Chairman of the sessions of the General Body. The Chairman of the General Body is entitled to cast one vote whenever it is needed to resolve a question in case of a deadlock.
- f) If, by way of exception, any major decision is required between meetings of the General Body, a postal ballot may be held and a decision taken on a simple majority of votes cast, provided more than 50 percent of the voting member have returned the votes. The Secretary shall be responsible for conducting such postal ballots. Such a decision shall be considered as a decision of the General Body.
- g) One third of the voting members of all association shall constitute quorum at all General Body Meetings. If there is no quorum the Chairman shall adjourn the meeting and reconvene the same after half an hour and the members present shall constitute the quorum. No businesses except that specified in the original agenda shall be transacted at the reconvened meeting except with the permission of the chair.

### 9. **Accounts and Audit:**

The accounts of the society will be audited by such person or persons as may be

nominated by the Governing Council. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by the Bye-laws to be framed by the Governing Council.

**10. Sources of Income:**

The financial resources of the Society may be derived from:

- a) Annual subscriptions from the members.
- b) Subsidies, gift and grant from government organizations or private persons etc., and
- c) Any other source which the governing council decides to be fit.
- d) Conference earnings, workshop earnings etc.

The Society shall maintain an honor roll in which shall be entered every year the names of persons or institutions who have donated gifts, legacies or other contributions.

**11. Bank Account:**

The Society shall maintain a bank account in the name of the Society. The bank account shall be operated by the Treasurer, any one out of the Chairman or Vice Chairman's, and Secretary. All Money including subscription/ donation and grants etc. received by the Association shall forthwith be deposited in the Bank Account/Accounts.

**12. Financial Year:**

The financial year means the period of twelve calendar months beginning with the 1st day of April and ending with the 31st day of March, in respect of which Statement of Accounts of the Society shall be laid before the Annual General Meeting. The first financial year shall mean the period from the date of Registration of the Society till 31st March arriving immediately next

**13. Annual Budget and Audit Of Accounts:**

- a) The Governing Council shall prepare a general budget and submit it to all voting members, one month before the General Body Meeting. Approval of the budget is a required agenda item at each General Body Meeting.
- b) The budget shall provide the salaries and remuneration of the operational staff appointed by the Governing Council.
- c) The Governing Council shall appoint a legally accredited person/ authority to audit the financial accounts of the Society before presentation to the General Body. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be as per the guidelines agreed by the Governing Council.

14. **Amendment to The Rules and Regulations:**

The Rules and Regulations shall be amended or altered or replaced at any time by a majority of two thirds of the members present at the General Body Meeting shall be made in accordance with the Society Registration Act, 1860 (Act XXI of 1860) and Rules framed therein.

15. **Application of the Act:**

All provisions under all the sections of the Societies Registration Act 1860 as applicable to the Union Territory of Delhi, shall apply to the Association.

16. **Legal proceedings:**

The Cluster society may sue or be sued in the name of the President /Chairperson as per provisions laid down under the Societies Registration Act 1860 (Act XXI of 1860).

17. **Dissolution of the Society:**

- a) The Society, if necessary, can be dissolved as per the provision laid down under the Society Registration Act 1860 (Act XXI of 1860) and any amendment made thereto as are in force from time to time.
- b) Any member but not less than three-fifth of the members present at the extraordinary General Body Meeting convened by the Governing Council for the sole purpose of dissolution of the Society may determine that the Society shall be wound-up whether forthwith or at any farther time then agreed upon as provided for under section 13 and 14 of Societies Registration Act, 1860.
- c) The notice for the extra-ordinary General Body Meeting convened solely for the
- d) Purpose of dissolution of the Society shall be a minimum of sixty days.
- e) On the Governing Council finding it necessary to dissolve the trust, after payment of or provision for payment of all debts and liabilities of the Society, resolve to apply the remaining funds by transfer of such funds to any charitable organization society, not for profit company, or trust in India which has similar objects and is registered under Section 12A of the Income Tax Act, 1961, as amended, or
- f) Failing which the Governing Council shall have the powers to apply the entire balance fund after payment of all debts etc as indicated above, for the purposes of the Society.

18. **Essential Certificate:**

“Certified that this is the correct copy of the Rules and Regulations of the Society”

(President)

(Secretary)

(Treasurer)