

CONSTITUTION
OF
INDIAN SOCIETY OF GEOMATICS
(ISG)



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CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

MEMORANDUM OF ASSOCIATION

1.0 NAME AND SCOPE OF THE SOCIETY

1. The Society shall be called INDIAN SOCIETY OF GEOMATICS (ISG) (hereinafter called as Society) and its area of operations will be the whole of India.
2. The term Geomatics in the title relates to the technology and applications of Geomatics and would include:

* The technology dealing with the character and structure of spatial and non-spatial information, its methods of acquisition, analog and digital capture, organization, classification and qualification, analysis, management, display and dissemination, as well as the infrastructure necessary for the optimal use of the information.

Geomatics is a synergism of various disciplines - Geographical Information System (GIS), computerised databases and applications, computer science, graphical processing, cartography, photogrammetry, statistics, remote sensing etc.

- * The applications of Geomatics to real-world problems of management of natural and man-made environment and of the objects related to it. This would encompass the fields of natural resources management, resources planning and decision-making etc.
3. The Society shall have the right to affiliate with any other national and international societies with similar scientific aims.
 4. The Memorandum of the Society can be changed or amended only by an Extraordinary general body meeting of the Society.
 5. Any case arising from the business and affairs of the Society and of a nature such that it cannot be disposed off by an application of the Society's constitution will be decided by a majority vote at the General body or Extraordinary general body meeting of the Society.

2.0 REGISTERED OFFICE

The registered office of the Society shall be located at Ahmedabad in the State of Gujarat, India and at present will be at Space Applications Centre, Jodhpur Tekra PO, Ahmedabad - 380 015.

3.0 AIMS AND OBJECTIVES

1. The aims and objectives of the Society shall be:

- a. **Advancement, dissemination and application of the knowledge of Geomatics**
- b. **Provide a forum for interaction** amongst professionals - as individuals and between organisations, private and government, who are interested in achieving the advancement, dissemination and application of Geomatics and allied technologies as stated above.
- c. **Promote and undertake research and consultancy endeavors** in the technology of Geomatics and its allied fields.
- d. **Undertake and execute all acts which shall promote all or any of the aims and objectives of the Society.**

In the event of an ambiguity in the interpretation of this clause, the clause shall be construed in such a way as to widen and not to restrict the aims of the Society.

2. The Society will undertake the following types of activities to achieve the objectives:

- a. Dissemination of knowledge and information in the field of Geomatics and its application and the related technologies
 - ❖ by publication of books, journals, bulletins, newsletters, bibliographies or any other publications.
 - ❖ by utilising the media of mass communication - press, radio, television etc, where articles, news-items, talks and lectures, quizzes etc. could be the means of communication.
 - ❖ by interacting with Universities and schools to incorporate designed and tailored curricula on Geomatics.
 - ❖ by arranging special programmes for students so as to promote the establishment of student cadres.
- b. Organising training, seminars, workshops, symposia, lectures, debates, panel discussions, conferences and audio-visual shows as a mode of professional interaction on technological and applied aspects of Geomatics and allied disciplines.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- c. Developing suitable software packages, training-kits, demonstration packages, audio-visual packages etc. which can be used for dissemination by the Society.
- d. Undertake consultancy projects in the field of Geomatics and applications to demonstrate and support the technologies.
- e. Undertake or contract research projects, as and when necessary, in the field of Geomatics and allied disciplines.
- f. Evolve and define policy-issues, standards and norms related to Geomatics technology and its applications and liaise with government and private agencies for the proper development and implementation of the technology.
- g. Recognise and honour professional competency in the field of Geomatics by way of awards, medals, certificates and other suitable methods.
- h. Assist in the organisation of chapters of the Society in different parts of the country so as to promote locale specific activities.
- i. Establish facilities for the Society by way of developing office premises, auditoria, laboratory, library, hostels, publication facilities etc. to support the activities of the Society.
- j. Obtain and secure grants, funds, donations and endowments and administering the same for the furtherance of the aims and objectives of the Society.
- k. Appoint personnel towards the smooth functioning of the Society.

All the income, earnings, movable, immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past Members of the Society. The present or past Members of the Society shall not have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of his Membership.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

RULES AND REGULATIONS

The Society shall frame, adopt and/or sanction rules and regulations whereby Society may think fit to guide itself or whereto the Society should conform or have recourse to in carrying out the objectives and/or otherwise and from time to time vary, alter or confirm one or the other such rules or regulations.

R.1 Society Name and Definitions

The Society is named as Indian Society of Geomatics (ISG).

For the purpose of interpretation, following words and expressions shall have the meaning as explained below unless it shall be inconsistent with the relevant context:

- a. Society means Indian Society of Geomatics.
- b. Office means the registered office of the Society
- c. Member means a member of the Society with voting rights
- d. Chapter means a duly constituted chapter of the Society
- e. Council means the Executive Council of the Society
- f. Month means the Gregorian calender month
- g. Year means the financial year beginning from April 1 and ending on March 31 of the following year
- h. Annual Subscription means the subscription for the duration of one year
- i. Term means a three year period for holding office by the elected members and office bearers from April 1 of the year following the election.

R.2 Registered Office

R.2.1 The registered office of the Society shall be in Ahmedabad and until otherwise determined shall be located at the Space Applications Centre (SAC/ISRO), Jodhpur Tekra PO, Ahmedabad - 380 015 and which would be the official headquarters of the Society.

R.2.2 Chapters shall have their offices at locations approved by the Council.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

R3 Aims and Objectives

The aims and objectives of the Society shall be as stated in Clause 2 of the Memorandum of Association.

R.4 Membership

The Society shall have the following categories of members: (i) Honorary Fellows, (ii) Members, (iii) Life Members, (iv) Foreign Members, (v) Sustaining Members, (vi) Patron Member (vii) Student Members and (viii) Fellows.

R.4.1 Honorary Fellow: A person eminent in the field of Geomatics may, after being duly nominated by the Council and the nomination ratified by a general body meeting of the Society, become an Honorary Fellow of the Society.

The number of Honorary Fellows cannot exceed one percent of the life membership at any given time.

R.4.3 Member: Any person having a graduate degree and associated with the technology, research, teaching, application, transfer and promotion of Geomatics technology is eligible to apply for membership after paying requisite amount of admission and membership fees. If approved by the Council, he shall become a Member of the Society under clause (C) of Rule 1 and shall be entitled to the rights and privileges of the Society as stated in rule 5.

The Council may waive requirements of a formal degree in special deserving cases.

R.4.3 Life Member: Any person eligible to apply for membership may choose to apply for being a Life Member after paying the requisite amount of fee. If approved by the Council, he shall become a Life Member of the Society. A Life Member shall be entitled, throughout his life, to the same rights and privileges as a Member. However, during his stay abroad he shall have to pay difference of dues as determined by the Council based on the merits of each case.

R.4.4 Foreign Member: Any person who is residing outside India and who is eligible to become a Member/Life Member, can be enrolled as a Foreign Member, subject to approval by the Council. A Foreign Member shall have the same rights and privileges as a Member except the right to vote and the right to hold elective office.

R.4.5 Sustaining Member: Any institution or a recognised statutory body, a Department of the Central or the State Government or a Registered Commercial or Industrial undertaking interested in the technology and applications of Geomatics and agreeing to promote the aims and objectives of the Society and to assist financially in the work of the Society shall be eligible to become a Sustaining Member. The approval of the Council will be necessary. A Sustaining institution has the right to nominate one of their employees as a Sustaining Member. A Sustaining Member shall be entitled to the same rights and privileges as a

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

Member except the right to vote and the right to hold elective office. The Sustaining Member shall be given the opportunity to have approved exhibits at the meetings of the Society at concessional rates.

R.4.6 **Patron Member:** An institution or a recognised statutory body, a Department of the Central or state Government or a Registered Commercial or Industrial undertaking interested in the technology and applications of Geomatics and agreeing to promote the aims and objectives of the Society and to assist the Society on a long-term basis by paying a fixed sum, as decided by the Council, can be elected as a Patron Member. A Patron institution shall be entitled to nominate one of its employees as a Patron Member of the Society. A Patron Member shall have the same rights and privileges as a Sustaining Member.

R.4.7 **Student Member:** A student registered in an undergraduate or post-graduate course at an educational institution affiliated to a university or enjoying status of a deemed university as approved by the University Grants Commission, can be enrolled as a Student Member. He should not be drawing any salary or emoluments other than scholarships or fellowships.

A student member will not have the right to vote or right to hold elective office in the Society. He will, however, be eligible to participate in all activities of a chapter, if enrolled in one such chapter.

A student member could, at a later date and if satisfying the conditions of membership, become a Member or Life Member by paying the requisite subscription fee. However, he will not have to pay the admission fee.

R.4.8 **Fellow:** An eminent and outstanding professional who is a Life Member of the Society at the time of nomination and who has been a Member/Life Member of the Society for at least five years and who has made notable contribution to the field of Geomatics can be elected as a Fellow of the Society, in a manner to be decided by the Council.

The number of Fellows shall not exceed two percent of the life membership at any given time.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

R5 Rights and Privileges

Members shall be entitled to the following rights and privileges:

- R.5.1 To be present and vote in the general body meetings of the Society.
- R.5.2 To participate in all activities of the Society.
- R.5.3 To propose names of candidates for the Council Members and office bearers of the Society and to vote in any election held by the Society.
- R.5.4 To have access to the library of the Society and to receive bulletins, journals and other publications issued by the Society on such terms and conditions, as laid down by the Executive Council.
- R.5.5 To fill any office of the Society on being elected thereto.

R.6 Membership Fee/Subscription

Membership fee - including the admission fee, for all categories of members will be determined by the Council.

- R.6.1 Each member shall Pay the requisite amount of membership fee as determined by the Council from time to time. Membership fee for any year shall become due immediately on approval as a member or on the first day of the year.
- R.6.2 The admission fee shall be chargeable only at the time of initial admittance to the Society.
- R.6.3 Fee once paid will not be refundable.
- R.6.4 Any member whose subscription is in arrears for more than three months shall cease to enjoy the privileges of the Society and after six months default shall cease to be a member of the Society. However, the Council may relax the provision of this rule in special circumstances.
- R.6.5 The address of a Member as given in the Membership Application form shall be considered as the address for correspondence by the Society. In case of change of address, Members should intimate the change in writing so as to ensure that their addresses are kept upto date.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

R.7 Executive Council

- R.7.1 The affairs of the Society shall be managed by an Executive Council consisting of six office bearers, five elected members and an Ex-officio Member (the outgoing President shall be the Ex-officio member of the Council during the immediately following term. Thus, the first Executive Council will have eleven members only). Five elected members and office bearers are to be elected as specified in R10 subject to the provision that the Secretary and the Treasurer shall be from the headquarters of the Society.
- R.7.2 A vacancy occurring in the Council between the elections shall be filled by nomination by the Council within six months of such an occurrence. Transfer of Secretary or Treasurer elected from headquarters shall also be treated as a vacancy for the purpose of this clause.
- R. 7.3 The powers and functions of the Council shall be as follows:
- a) To make, alter and repeal Rules and Regulations specified in R.6 and R.15 through R.18 with the specific concurrence of the President.
 - b) To receive funds by way of subscription, donations, grants, gifts, consultation fee etc.
 - c) To administer the funds of the Society.
 - d) To give grants, awards, prizes etc, for promoting the aims and objectives of the Society.
 - e) To incur expenditure for conducting business of the Society.
 - f) To acquire, sell, mortgage change or otherwise dispose off deal with all or any of the properties of the Society for promoting the aims and objectives of the Society.
 - g) To enroll members of all the categories except under R.4.1 and R.4.2.
 - h) To prepare an annual statement of accounts and annual report of the work of the Society.
 - i) To appoint sub-committees, panels, editorial boards, task forces from amongst the members for various activities.
 - j) To take cognisance of or deal with any matter affecting the Society which may be brought to its notice.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- k) To interpret the Memorandum of the Society and the Rules and Regulations subject to the provisions of the Societies Registration Act XXI of 1860.
- l) To appoint full-time or part-time salaried or honorary staff as and when the need arises and to hire premises for housing registered office etc.
- m) To enter into collaboration and/or reciprocal membership with any other similar organisation, institution and/or society and to accept and offer concessions in respect of membership dues, etc. on reciprocal basis.
- n) To undertake any other activity which is conducive to achieving the aims and objectives of the Society as stated under Clause 7&8 of the Memorandum.
- O) To advise the President to suspend and remove any member of the Society if, in the opinion of the Council, there are good and sufficient reasons for doing so. The Member shall be given an opportunity to explain his position to the Council. Thereafter, the decision of the President shall be final and binding in this matter.

This clause will not apply to Honorary Fellows.

- p) To accept resignation of an office bearer of the Society and make alternative arrangement till such time that the regular arrangements are made.

R.7.4 The members of the Council will meet at least once in every six months. The quorum for such meetings shall be five.

R.7.5 The Council shall decide the date, time and place of all the meetings. At least two weeks' notice for the meetings shall be given to all the members of the Council. The notice shall specify the date, time, place and business to be transacted in the meeting.

However, the President or the Secretary, in consultation with the President, can call special or emergency meetings for which the notice period could as decided by the President or the Secretary, after consultation with the President.

R.7.6 The members of the Council or of duly appointed sub-committees and panels shall not be held liable in respect of any act done on behalf of the Society in good faith.

R7.7 Ex-officio Member: The outgoing President shall be an ex-officio member of the Council during the immediately following term.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

R.8 Office Bearers

- R.8.1 Office bearers of the Society shall be the President, two Vice Presidents, the Secretary, Joint secretary and the Treasurer.
- R.8.2 All the office bearers shall be eligible for re-election. The President shall not hold the same office for more than one term in succession. None of the other office bearers shall hold the same office for more than two terms in succession.
- R.8.3 The normal term for each Council shall be of three years. It may continue to hold office till such time as the newly elected members take charge of their office.
- R.8.4 The Council shall be elected according to the provisions of R10.
- R.8.5 The responsibilities of the office bearers shall include the following:
- a) President: The President shall preside at all the meetings of the Society and act as the Chairman of the Council. Whenever necessary, the President may delegate his powers to any of the Vice-Presidents except as provided in Rule 7.3 (a).
 - b) Vice Presidents: The Vice Presidents shall assist the President in all matters and in the absence of the President at any of the meeting of the Council or of the Society, one of the Vice-Presidents shall perform the duties of the President.
 - C) Secretary: The Secretary shall be:
 - i) In-charge of correspondence and records of the Society.
 - ii) Convene all meetings of the Society with the prior concurrence of the President and keep a record of the proceedings of such meetings.
 - iii) Execute the programme and action decided by the Council.
 - iv) Shall be designated as Publisher of the bulletins, journals and other publications of the Society.
 - v) Carry out all the financial transactions on behalf of the Council.
 - vi) Shall be responsible for proper maintenance and upkeep of the property belonging to the Society.
 - vii) Shall sue and get sued upon all matters relating to or affecting the Society.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- d) Joint Secretary: The Joint Secretary shall assist the Secretary in all matters and in the absence of the Secretary shall perform the duties of the Secretary.
- e) Treasurer: The Treasurer shall:
 - i) Keep all the accounts of the Society.
 - ii) Accept money and issue receipts on behalf of the Society
 - iii) Prepare annual budget of the Society for the approval of the
 - iv) Prepare financial statements for submission to the Council
 - v) Shall get the accounts of the Society audited according to the provisions of R. 12.4 and R. 12.5

K.8.6 An office bearer or any other member of the Society shall not receive directly or indirectly any salary compensation or emoluments from the Society unless specifically, authorised by the Council.

R.9 Local Bodies- Chapters

R.9.1 The Society may approve the establishment of a Chapter in response to a request by atleast 15 members from a town or a city. Areas lying within 40 km Of a town can be included in the jurisdiction of a Chapter.

R.9.2 Each Chapter shall have formal recognition from the Council.

R.9.3 Chapters shall be grouped on a zonal basis for representation in the Council. There can be any number of Chapters in a Zone subject to conditions of R.9.1. There shall be five zones as follows:

- i) Eastern Zone: Assam, West Bengal, Manipur, Meghalaya, Orissa, Tripura, Mizoram, Nagaland, Arunachal Pradesh, Andaman & Nicobar Islands, Sikkim.
- ii) Western Zone: Gujarat, Rajasthan, Daman & Diu, Dadra and Nagar Haveli, Maharashtra and Goa.
- iii) Central Zone: Madhya Pradesh, Bihar and Utter Pradesh.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- iv) Southern Zone: Tamil Nadu, Kerala, Andhra Pradesh, Karnataka, Pondicherry and Lakshadweep Islands
- v) Northern Zone: Jammu & Kashmir, Punjab, Himachal Pradesh, Haryana, Chandigarh, Delhi

Any other area, State or Union Territory not covered above will be deemed to belong to Western Zone.

- R.9.4 Each Chapter shall conduct its affairs in accordance with the Memorandum, and Regulations of the Society.
- R.9.5 Office bearers of the Chapters shall include a Chairman, Secretary and a Treasurer elected once in three years at the Chapter's General Body Meeting. All Office bearers shall be eligible for re-election for another term. The term would be coincident with the term of the Executive Council of the Society.
- R.9.6 The Society shall provide financial support for the maintenance of the Chapters. The quantum of support will be decided by the Council but will not exceed fifty per cent of the annual subscription received from the members of the Chapter.
- R.9.7 The Society may decide to dissolve a chapter by giving a notice of three months if the provisions of R.9.4, R.9.5 and R.9.6 are not followed. All rights to funds and properties of the Chapter in that case, automatically vest with the Society.
- R.9.8 A member of a Chapter on transfer to a place outside the jurisdiction of the chapter shall have the option to continue as a member of the same Chapter, if the new place of residence/work does not fall within the jurisdiction of any other Chapter. He/she may also opt to join any other chapter with the approval of the President of the Society.

R. 10 Election and Nomination

- R.10.1 The procedure to elect the office bearers and the five members of the Council would be as follows:
 - a) The Council shall appoint one Returning Officer from amongst the members at least eight months in advance (i.e. by July end of the previous year) before the term of the existing Council expires. The Returning Officer can not be a candidate for membership of the Council.
 - b) Election programme shall be announced during June-July through a circular to all members of the Society.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- c) Nomination paper with the written consent of the candidate for any office of the Society or membership of the Council shall be filed with signatures of at least two members having voting rights.
- d) The electoral college shall consist of all life members and all annual members as on June 30, i.e. before the commencement of electoral processes. Only those members who have cleared all dues before this date shall be eligible to vote. When the dues are paid through Chapters, the information should have been communicated to the Headquarters by this date.
- e) The Returning Officer shall procure the updated electoral rolls from the Secretary and scrutinize it for the purpose of elections.
- f) The Returning officer shall complete the election process as per the following calendar:
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| ❖ Election Announcement and Call for Nominations | July 31 |
| ❖ Last date for Nominations: | September 30 |
| ❖ Scrutiny of Nominations and informing candidates | October 15 |
| ❖ Last date for Withdrawal of candidature | November 15 |
| ❖ Printing ballot papers and despatch | January 15 |
| ❖ Last date for receipt of ballot papers | February 15 |
| ❖ Counting Votes and Results announcements | February 28 |
- g) The Returning Officer, after the receipt of the ballot papers, will check and count the votes and decide the results on the basis of number of votes polled by the candidates. The tie shall be decided by a chance procedure, if the need arises.
- h) If no valid nominations or insufficient valid nominations are received for the Council Membership or for the post of an office bearer, the newly elected members of the Council will co-opt members giving due weight-age to the Rules and Regulations.
- i) Results of the election shall be communicated to the Secretary not later than February 28.

R.11 Meetings

- R11.1 The Society shall hold general body meetings and scientific meetings at an appropriate time and place as determined by the Council.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- R11.2 All meetings shall be conducted in accordance with the normal parliamentary procedure and a permanent record of the proceedings shall be maintained by the Secretary.
- R11.3 At least four weeks' notice for all general body meetings shall be given to all the Members. The notice shall specify the date, time, place and business to be transacted in the meeting.
- R11.4 If the business of a meeting cannot be transacted for want of quorum, the meeting shall be adjourned by at least 30 minutes. For this meeting no quorum shall be necessary and scheduled business shall be transacted.
- R.11.5 Ten per cent of the total members of the Society or a minimum of 50 members, whichever is less, shall form the quorum for General Body meetings.
- R.11.6 Results of motions shall be determined by a simple majority vote, unless otherwise specified in the Memorandum and the Rules and Regulations of the Society. The President shall have casting vote which shall be exercised in the event of a tie.

R.12 Accounts

- R.12.1 All funds and properties shall be managed by the Council and the money shall be deposited with scheduled bank/banks approved by the Council.
- R.12.2 Cheques shall normally be signed by the Treasurer and the Secretary. In the absence of the Secretary or Treasurer, President, Vice-President or Joint Secretary shall be authorised to sign.
- R.12.3 Imprest amount may be advanced to an individual for current disbursement as authorised by the Secretary.
- R.12.4 Accounts of the Society shall be maintained as per standard accounting procedures.
- R12.5 The accounts of the Society shall be audited by a Chartered Accountant appointed by the Council.
- R12.6 Any Member, with the permission of the President and by previous appointment with the Treasurer, may inspect the current Year's accounts of the Society. Results of such inspection shall be considered by the Council..lsl

R13 Amendments

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

- R.13.1 For the amendments to the Memorandum of the Society provisions of Section 12 of Societies Registration Act XXI of 1860 shall be applicable.
- R.13.Z Amendments to the Rules and Regulations may be proposed by means of a resolution adopted by the Council or by means of a petition signed by atleast ten percent of the members.
- R.13.3 For amendment to the Rules and Regulations the Secretary shall send to all members having voting rights the proposed amendment accompanied by a ballot paper atleast a month before the scheduled date of counting the ballots. The amendment shall be deemed to be adopted on the basis of a simple majority of ballots received. President would have a casting vote in case of a tie. Amendment will apply to all Rules and Regulations.
- R.13.4 The date on which an amendment shall take effect shall be decided by the Council .
- R.13.5 For amendment to the Rules and Regulations specified in n.6 and R.15 through R.17, R.7.3 (a) shall apply.

R14 Dissolution of the Society

- R.14.1 On request in writing by forty per cent Members and Life Members of the Society for the dissolution, the Council would convene a General Body meeting. The dissolution can be ratified only by a 75 per cent majority of the total votes. In dissolving the Society provisions of section 13 and 14 of the Societies Registration Act XXI of 1860 shall be applicable.

R.15 Admission/Removal

- R.15.1 Application for admission to the different categories of membership of the Society will be made to the Secretary individually on an application form. Two members of the society shall indicate his support for the applicant. The Secretary shall accept the application subject to approval by the Council.
- R15.2 All applications for membership shall be put up before the Council in its next meeting for approval.
- R.15.3 When the application is approved by the Council, membership period shall be dated as the first day of the month following the date of acceptance by the Secretary and shall extend to the last date of the year or as applicable to the different category of membership.
- R.15.4 An applicant whose application has once been rejected may be considered for admission not earlier than one year following such rejection.

CONSTITUTION OF INDIAN SOCIETY OF GEOMATICS (ISG)

R15.5 Notice of admission of membership shall be sent to all categories of members together with copies of the Memorandum of the Society and Rules and Regulations to which he shall have deemed to have agreed.

R.15.6 Members who are in arrears in the payment of dues for more than three months shall not be eligible to vote.

R.15.7 A member in any category of the Society ceases to be a member (a) on death, (b) on resignation (c) on suspension owing to non-payment of dues as provided in R.6, or (d) removal by the Council as provided in R. 7.3 (a)

R16 Society Representatives

The Council shall have the authority to nominate representatives of the Society to serve on committees of other bodies and brief them. The representatives shall report to the Council the business transacted during the meeting of the body concerned.

R17 Common Seal

The Council shall provide for a common seal of the Society and make rules for the safe custody and use thereof. The seal shall never be used except by authority of the council previously given. Every instrument to which this seal is affixed shall be signed by the President and the Secretary or some other person authorised by the Council.

R.18 General

All the provisions of the Societies Registration Act XXI of 1860 will apply to this Society.