

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

MEMORANDUM AND BY – LAWS

**The Society will have the following Memorandum and By-laws
as per the Tamil Nadu Societies Registration Rules 1978.**

1. Rule 6 (a) : The Society shall be called as “**The Society for Reproductive Biology and Comparative Endocrinology**”
2. Rule 6 (b) : The Registered office of the Society shall be at The Department of Endocrinology, P.G. Institute of Basic Medical Sciences, Taramani, Chennai – 600 113.
3. Rule 6 (c) : The Society was formed on the 1st day of August 1987.
4. Rule 6 (d) : The Society is situated within the jurisdiction of the Registrar of Societies Madras. Registration District, having his office at South Madras.
5. Rule 6 (e) : The business hours of the Society shall be from 11.00 am to 1.00 pm
6. Rule (f) : The object of the Society is :
 - (i). to gather all the research workers in the field of Reproductive Biology and Comparative Endocrinology, to get together, discuss and promote research in the areas of reproduction and endocrinology.
 - (ii). to organize scientific symposia, seminars and meetings to suggest ways and means to improve teaching and research in Reproductive Biology and Endocrinology.
7. Rule 6 (g) : The activities of the Society in furtherance of its objectives are:
 - (i). to enroll members who are interested and doing research / teaching in the field of Reproductive Biology and Comparative Endocrinology,

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

- (ii). to hold Annual Symposium to present scientific papers and to discuss, also to encourage young scientists by way of identifying the priority areas of research to work with enthusiasm,
 - (iii). to publish the scientific papers in the Journal,
 - (iv). to institute Fellowships and endowments to encourage scientific research and teaching.
8. Rule 6 (h) : The PRESIDENT is the person authorized to sue or be sued on behalf of the Society.
9. Rule 6 (i) : The SECRETARY is empowered to give directions to the business of the Society
10. Rule 6 (j) (i) : Enrolment of Members: Person with post graduate degree in Zoology, Biochemistry, Physiology, Pharmacology, Endocrinology, Anatomy, Medical and Veterinary Sciences, Nutrition, Genetics and related sciences.
- (ii) : Entrance fee Rs : 10.00
Annual membership Rs: 200.00
Life Membership: Rs: 1500.00
Life Membership with Life Subscription to the Society's journal Rs: 3500.00 which may be paid in two installments.
- (iii) : The annual members will be requested to renew their membership every year before 31st March and if they do not renew, they will cease to be member of the Society
11. Rule 6 (k) : In the event of the conduct of any member or members being injurious to the prestige of the Society or in the event of any other circumstances occurring, not specifically provided for, which are likely to disturb the order and harmony of the society or in case any infraction of the rules and by-laws of the society, the committee may suspend such member or members for such periods as may be decided by it and within this period the member should be able to explain his conduct or tender an apology. And if the committee should consider it advisable to reconsider its original decision, it

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

may convene a special committee meeting to discuss the case. No appeal lies against the final decision of the committee.

Where a person is a member of the society by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by this successor to that office.

A member of the Society shall cease to be such member if he becomes of unsound mind or becomes insolvent or is convicted of a criminal offence involving moral turpitude. Failure to pay the subscriptions and other fees on or before the due dates shall entail the member being removed.

12. Rule 6 (l)

: Every member is entitled to enjoy and avail of the amenities and facilities provided by the society.

Every member shall have the right to take part in the General Meetings, subject to exceptions, if any, and shall have ONE VOTE at such meetings.

If any member is aggrieved or dissatisfied with the facilities provided to him by the Society he shall write to the Secretary, who shall take necessary actions to remove such grievances.

If any member causes any loss or damage or inconvenience to the Society, such member is liable to the society for such loss, damage, etc.

A member of the Society may resign his office by letter addressed to the President but his resignation shall take effect only on its acceptance by the President.

If there is any change in the postal address of a member of the Society the member shall notify to the Secretary, his new address. If he fails to do so, the address given by him in the admission form shall be deemed to be his address.

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

13. Rule 6 (m) : The Society transact its business in accordance with the objectives and activities as set forth in Clauses 6 & 7 and shall be carried on and managed by the Committee appointed under Clause 14 below with reference to Sec. 15 (1) of the Act, which shall also exercise all such powers and authority of the Society as are not specifically and expressly vested by these by-laws.
14. Rule 6 (n) : The business of the Society shall be managed by an executive committee (hereafter and herein before called as the “Committee”) consisting of not less than 12 members and not more than 15 members. Of these members there shall be 6 office Bearers as follows :
- 1) PRESIDENT
 - 2) VICE PRESIDENT
 - 3) SECRETARY
 - 4) JOINT-SECRETARY
 - 5) TREASURER
 - 6) JOINT-TREASURER

The members in the Annual General body meetings, once in three years, shall elect the members of the above Committee. The first committee members (as per the list in the memorandum of association) shall hold office for three years.

In the absence of or inability of any officer of the Society to act and of any person herein authorized to act in his place, the committee shall from time to time delegate such powers to any other officer or member of the committee. The committee shall fill vacancies in any office arising from any cause by a majority vote and the members appointed as such shall continue in office till election by General Body.

The Committee members who cease office by tenure of period are eligible for reappointment in the next elections.

It shall be competent to the committee members to form such committees and subcommittees as it may deem fit and to assign from time to time such functions and duties and delegate such powers on any particular issue that may be of interest to the society and make recommendations or to represent the society on any other organization or appear before any Authority and to take such steps as may be necessary in pursuance thereof.

No payment shall be made out of the funds of the Society to the President or any other officer of the society by way of honorarium for any service rendered by him to the society.

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

15. Rule 6 (o) : It shall be the duty of the Secretary to attend the preparations and filling with the concerned Registrar (of Societies) of such records, annual or other statements which are specified in the Tamil Nadu Societies Registration Act 1975, and the Rules made there under.
16. Rule 6 (p) : The members shall at every Annual General Meeting appoint an AUDITOR with reference to the Sec. 16 of the Act, read with Rule 21 of the Rules to Audit the Society's Annual account and to prepare the balance sheet for the Financial year, which will be 1st April to 31st March every year and shall also fix the remuneration to be paid to him. However, the first Auditor to audit the accounts shall be appointed by the committee.
17. Rule 6 (q) : Copies of by-laws, the receipt and expenditure account and the balance sheet shall be supplied to the members on application. A sum of Rs. 1/- (Rupee one only) is payable by the member for such document required.
18. Rule 6 (r) : The committee shall decide about the mode of imposition of fine for any breach of the provisions of the by-laws by any member of office bearer of officer appointed under clause (g) of sec 2 of the Act.
19. Rule 6 (s) : (i) The committee shall invest the money and the funds of the society not immediately required in any one of the methods prescribed in Sec. 24 of the Act, and Rule 24 of the Rules. Cash balance exceeding Rs. 500/- (Rupees five hundred only) on any day shall be deposited in any Bank or Banks and such account or accounts shall be operated jointly by any two of following office bearers :
- (1) President
 - (2) Secretary
 - (3) Treasurer.

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

The committee to suit its convenience may alter the above procedure at any time by a resolution to that effect which shall be recorded then and there in the Books of minutes.

(ii) The committee shall have the power to sanction on the following:

- a) Traveling allowances
- b) Expenses for the administration of the society
- c) Expenses for journals, bulletins, reports, periodicals, conferences, symposia and questions affecting the profession of the members
- d) Establishments of endowments and fellowships
- e) Any other legitimate expenses.

20. Rule 6 (t) : The committee shall decide about the quantum of the funds to be provided for a dependent of a deceased or disabled member, whenever such cases, by a resolution to that effect which shall be recorded then and there in the Book of minutes.

21. Rule 6 (u) : The Executive Committee shall hold meetings at least once in every quarter to discuss problems, etc. and to chalk out the programmes for the day business of the society, the means for implementation, the staff to be employed and the conditions of service of such employees.

The QUORUM for the committee meeting shall be a minimum of 5.

- i) THE PRESIDENT shall preside every committee meeting and also the General Meetings. He shall be casting vote in case of tie. He shall on the direction of the committee issue necessary instructions for carrying out the society's day-to-day affairs through the Secretary. He shall have supervision and management of affairs of the society.
- ii) The VICE PRESIDENT shall attend to the duties of the President in his absence.
- iii) The SECRETARY shall administer the directions of the President as well as the committee and shall appear in all public offices to attend to the needs of the Society. He shall correspond with officials. He shall be responsible for issue of notices to meetings of the committee and the General Body. He shall maintain the Book of minutes. He shall receive from the Treasurer an amount of not exceeding Rs. 500/- (Rupees five hundred only) as required by him for day-to-day expenses by issuing a temporary voucher, which shall be replaced by proper vouchers. He shall also be responsible for presentation of returns etc. and filling them as already pointed

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

out in sub clause 15 or these by-laws. He shall employ the required staff (including watch and ward) and the Executive Committee shall ratify such appointments and also frame necessary service conditions and the remunerations for such employees.

- iv) The Joint Secretary shall attend to the work of the Secretary in his absence and also attend to such other works entrusted to him by the President of the Committee.
- v) The TREASURER shall issue receipts for all money received by the Secretary and shall pay all vouchers passed for payment by the President or the Secretary. He shall be responsible for the maintenance of accounts and books mentioned in Rule 18 of the Rules. He shall have an impressed advance of Rs. 1000/- (Rupees one thousand only) including the sum of Rs. 500/- to be given to the Secretary as and when required by him, and cash Balance exceeding Rs.500. 00/- (Rupees five hundred only) shall be remitted into the Bank immediately on the next working day.

22. Rule 6 (v) (i) : At least one General Meeting of the registered Society shall be held in every financial year, before the month of September and the procedures prescribed in Sec.26 of the Act and Rule 25 of the Rules shall be followed:
The Committee shall place before the annual general meeting the receipts and expenditure account and the balance sheet together with the report of the Auditor or Auditors, and the Annual Report of the Society for the approval. The Quorum for General Meeting shall be or one third of the total members whichever is less.
23. Rule 6 (v) (ii): EXTRA ORDINARY GENERAL MEETINGS shall be conducted by the Committee at any time, and shall also be called within one month after receipt of a requisition in writing from at least one third of the total members on roll, and the procedures prescribed in Sec.26 of the Rules shall be followed.
The QUORUM for and Extra ordinary General Meeting shall be the same as required for an annual General Meeting.
24. Rule 6 (w) : SPECIAL RESOLUTIONS are required:-
- a) To change the name of the society
 - b) To amend any of the Society's objectives & by-laws

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

- c) To amalgamate the society with any other society
- d) To divide the society into two or more societies and
- e) Dissolution of the society

The procedure prescribed in Sec.26 and 30 of the Act and Rule 26 of the Rule shall be followed.

25. The Register of Members, the books containing minutes and the books of accounts shall be exhibited at the registered office or the Society during business hours for inspection by its members free of charge.

26. For all other matters not specifically mentioned in these by-laws the provisions of the Act & Rules shall apply.

27. In these by-laws, unless the context otherwise requires:-

- a) Society means “SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY”
- b) Act means “THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975” Act No. 27/1975.
- c) Rules means “THE TAMIL NADU SOCIETIES REGISTRATION RULES, 1978”.

Certified as correct copy of the By-Laws of “THE SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY”.

Date at Madras, this 23rd the day of September 1987.

Secretariat :

Department of Endocrinology
P.G. Institute of Basic Medical Sciences
Taramani, Chennai – 600 113, India.
Phone : 044-24925548 (Extn: 26),
044-24480784 (Direct)

SOCIETY FOR REPRODUCTIVE BIOLOGY AND COMPARATIVE ENDOCRINOLOGY

MEMORANDUM OF THE ASSOCIATION

- Name of the Association : Society for Reproductive Biology and Comparative Endocrinology
- Objectives of the association : The object of the society is :
- (i) To gather all the research workers in the field of Reproductive Biology and Comparative Endocrinology, to get together, discuss and promote research in the areas of Reproduction and Endocrinology.
 - (ii) To organize scientific symposia, seminars and meetings to suggest ways and means to improve teaching and research in Reproductive Biology and Endocrinology.
 - (iii) To publish scientific journals, periodicals, proceedings of the symposia/seminars, books and any other scientific matters.

Certified that this as correct copy of the Memorandum of the Society for Reproductive Biology and Comparative Endocrinology.

Date at Madras, this 23rd the day of September 1987.
