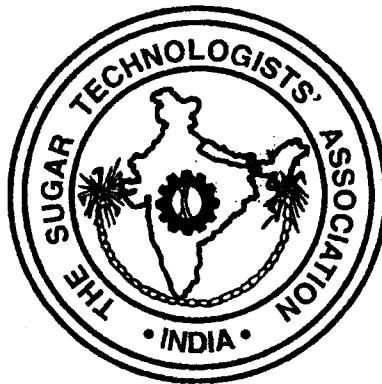


Memorandum of Association
and
Rules and By-Laws



The Sugar Technologists' Association of India
C-Block, 2nd Floor, Ansal Plaza, August Kranti Marg,
New Delhi – 110 049

**INCLUDES THE AMENDMENTS ADOPTED AT THE
ANNUAL GENERAL BODY MEETING HELD ON
14th October, 1995 at New Delhi, 8th September, 1999 at Ooty,
19th August, 2006 at Ahmedabad (Gujarat) and 22nd August, 2007 at Goa**



**Certificate of Registration of Societies
Act XXI of 1860**

In the office of the Registrar of Joint Stock Companies
United Provinces of Agra and Oudh No. 672

I hereby certify that pursuant to the Provisions of Act XXI of 1860 the Memorandum of Association and copy of the Rules and Regulations of The Sugar Technologists' Association of India have this day been filed, and that the said Society has been registered under the above Act.

Given under my hand and seal this twenty day of December, one thousand nine hundred and twenty six.

Rubber Stamp Sealed

Sd/- **Illegible I.G.S.**
Registrar
Joint Stock Companies
United Provinces

MEMORANDUM OF ASSOCIATION

1. Name:

The Name of the Association, hereinafter called the "Association", shall be "The Sugar Technologists' Association of India".

2. Registered Office:

The Registered Office of the Association will be situated at Delhi capital region.

3. Objects:

The objects of the Association shall be any or all of the following:

- 3.1 To promote the increase of knowledge of the science and practice of sugar technology for persons following or studying for the profession and other kindred branches of science.
- 3.2 To grant certificate of competency in professional knowledge by issuing certificates for membership of the grades of Association and Fellows either by election or by examination or otherwise.
- 3.3 To provide opportunities for exchange of knowledge amongst the members and to give facilities for reading of papers and delivery of lectures on subjects interesting to the profession, and for the acquisition and dissemination of information connected with and useful to the profession by holding scientific discourses, conventions, seminars or symposia, by conducting study tours, by sponsoring delegations and by taking part in conferences or conventions in India or abroad.
- 3.4 To carry out or sponsor schemes of research relating to sugar industry and allied fields.
- 3.5 To establish and maintain a library, laboratory, farm or any or all of these, and to print publish and circulate papers, books, journals, magazines, periodicals and other technical and scientific literature and matter connected with the profession.

- 3.6 To open branches at other places in India and abroad and affiliate such other organisations as having similar aims and objects as the Associations.
- 3.7 To look after the interest of members of the Association to bring about a standard of professional conduct, to maintain an employment bureau and secure better employment conditions and to strive for general betterment of their knowledge.
- 3.8 To serve as a professional body on all matters pertaining to the profession of sugar technology. To grant certificate/certificates of competency in professional knowledge by issuing certificates for membership of the grades of Associates and Fellows either by election or by examination or otherwise.
- 3.9 To keep a record of all papers received for publication and as far as possible maintain technical and commercial statistics related to the sugar industry.
- 3.10 To accept any request, gift and/or donation whatsoever from India or abroad (whether of money or of property) and to apply the same or proceeds of sales or realisation thereof for the purpose of the Association.
- 3.11 To borrow or raise any money required for the purpose of the Association upon such terms and in such manner and such securities as may be determined, and in particular by a mortgage, charge or lien on the Association's properties or by the issue of debentures or debenture stocks charged upon, all or any, of the property of the Association.
- 3.12 To do all other acts, matters and things that may assist in, be conducive to, or be necessary for the fulfilment of the above objects of the Association.
- 3.13 To acquire, purchase, take on lease or otherwise land and building and all other property moveable and/or immoveable which the Association for the purpose thereof, may think proper to acquire.
- 3.14 To sell, improve, manage, develop, exchange, lease or let under lease or sublet, mortgage, dispose of and deal with all or any part of the property of the Association.

Then invest the money and property of the Association not immediately required for the purpose of its business upon such securities or in such manner as may from time to time be prescribed by the Council. Investment will only be in UTI, Government securities, banks or their issues, public bonds guaranteed by the Government of India.

- 3.15 To subscribe, to become a member of and co-operate with any other Association whether incorporated or not, whose objects, are altogether or in part similar to those of this Association and to procure from and to communicate to any such Association such information as may be likely to forward the objects of this Association.

3.16 To institute, prosecute, defend, contest or present on behalf of the Association any suit appeal, revision, review or petition in respect of any matter relating to the business of the Association before any civil/criminal appellate court or labour tribunal, income tax authorities and to represent the Association before such court, tribunal or authorities and generally to do all such acts, deeds and things on behalf of the Association for and in connection with the above matters as the circumstances may require and in which the Association may be interested and for such purpose to settle, compromise and to submit to arbitration all or/any of the above matters on behalf of the Association for such purpose also to sign and verify plaint, written statement, petition affidavit, memo of appeal, tabular statement, etc. and engage solicitors, barristers, advocates and pleaders as and when the circumstances of the case may require.

Administration:

The affairs of the Association shall be conducted by the Executive Council consisting of the President, Vice Presidents, the Treasurer, Editor and the Council Members.

Utilisation of Income:

Subject to such special rules as may be framed for the purpose, the income and property of the Association whenever derived, shall be applied solely towards the promotion of the Association as set forth in these Rules and Regulations and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Association or to any of them or any person claiming through any of them, provided that nothing herein contained shall prevent (1) the payment in good faith of remuneration/honorarium to any officers or servants of the Association or to any member thereof or other person in return for any services actually rendered to the Association, or the payment of interest or money borrowed from any member of the Association (2) any payment of allowance or concession to members by way of rebate or return or subscriptions in accordance with the regulations for the time being of the Association (3) the gratuitous distribution among or sale at a discount to members of the Association of any books or publications not required for the furtherance of any of its objects.

- 5.1 If upon winding up or dissolution of the Association there remains after the satisfaction all its debts and liabilities and any property whatsoever, the same shall be dealt with for advancement of the objects of the Association and in accordance with the resolution of the Association at a general meeting held for the purpose before the winding up and dissolution of the Association.
- 5.2 The liability of the Association will be met by the assets of the Association exclusively, such liability will in no event extend to the members.

RULES & BY LAWS

1. Definitions:

In these rules, unless there is something in the subject or context inconsistent therewith.

- 1.1 "The Association" means The Sugar Technologists' Association of India.
- 1.2 "The Member" means a member of the Association.
- 1.3 "The President" means The President of the Association.
- 1.4 "The Vice President" means any of the Seven Vice Presidents of the Association.
- 1.5 "The Treasurer" means the Honorary Treasurer of Association.
- 1.6 "The Editor" means the Honorary Editor of the Association.
- 1.7 "The Executive Council" means the Council of the Association.
- 1.8 "The Office Bearers" means the President, the Vice Presidents, the Treasurer and the Editor of the Association.
- 1.9 "The Office" means the Registered office of the Association.
- 1.10 "The Executive Secretary" means the Secretary of the Association.
- 1.11 "General Body Meeting" means a General Meeting of the members of the Sugar Technologists' Association of India.
- 1.12 "Year" means Financial year i.e. 1st April to 31st March.
- 1.13 "Persons" means individuals, corporations, cooperative societies, joint stock companies and affiliated associations.

2. Membership:

There shall be the following classes of members:

- 2.1 Patrons
- 2.2 Honorary Fellows
- 2.3 Companion Members
- 2.4 Fellows
- 2.5 Associates
- 2.6 Students
- 2.7 Affiliated Associations
- 2.8 Honorary Institutional Members

3. Qualification of Members

3.1 Patrons:

3.1.1 Any persons of eminence and status connected with sugar industry, who contributes not less than Rs. 40,000/- (Rs. Forty Thousand only) to the funds of the Association shall be eligible to be a Patron of the Association and shall be declared a Patron after the approval of the Council.

3.1.2 A patron of the Association will during his life time, have the same rights and privileges as those of a Fellow member of the Association.

3.2 Honorary Fellows:

3.2.1 Honorary Fellows shall be persons who have rendered meritorious service to the sugar industry or for the advancement of sugar technology and/or whose connection with the Association can be deemed as an honour to the Association.

3.3 Companion Members:

3.3.1 Companion members shall be persons, joint stock companies or firms who are connected with sugar industry and whose admission, in the opinion of the Council, would be conducive to the interest of the Association.

3.3.2 Every firm or corporate body which is a Companion member shall have the right to nominate a responsible person as its representative who will attend meetings, vote on its behalf and exercise all other rights of a member. Name of the nominee of the Companion Member should be declared while sending the subscription of the year.

3.4 Fellows:

3.4.1 A Fellow shall be a person, who had been an Associate Member of STAI for a minimum period of 10 years and has also held a responsible position. A Fellow shall also be a person who is a graduate and has contributed significantly or held responsible position for 10 years in the sugar industry or sugar institutes duly evaluated by the Council of STAI.

3.5 Associates:

3.5.1 An Associate shall be a person who is atleast 22 years of age and holds a certificate issued by National Sugar Institute/Vasantdada Sugar Institute or any other body approved for this purpose by the Council and who has held a technical post in the industry for atleast 3 years or hold a post graduate diploma or degree in sugar technology or engineering or sugarcane agriculture or equivalent qualification.

3.6 Student Members:

3.6.1 A student member shall be a person who is at least 18 years of age and who is receiving technical training in sugar technology, sugar engineering or sugarcane agriculture or equivalent discipline in a recognised institution in India or abroad.

3.7 Affiliated Association:

- 3.7.1 Any organisation or association already in existence and having aims and objects similar to the association, shall have the right to apply for affiliation with the Association, provided the activities of such an association or organisation are not in conflict with the interest of the Association.

3.8 Honorary Institutional Members:

- 3.8.1 Any recognised research institute connected with sugar, sugarcane, sugar engineering or sugar industry by-product engaged in promotion of the knowledge of science and practice of sugar technology.

4. Branches:

- 4.1 The Association may open branches in different regions of the country or abroad, if it is found necessary to do so, in order to extend the activities of the Association. Alternatively, on an application made and signed by atleast, fifty members of that region of the Association the Council by a special resolution may sanction the opening of a branch at a particular place, provided that nothing in this rule shall affect the inherent powers of the Council to reject any such application without assigning any reason and the decision of the Council shall be final.
- 4.2 Such branches as referred to in rule 4.1 shall be governed by the same rules and regulations as those of the Association.
- 4.3 No person shall continue as member of any branch unless he is bonafide member of the Association.

5. Admission of Members:

- 5.1 Application for admission to the Association shall be made to the Secretary for any class of membership (except the Patron and the Honorary Fellows and Life Members) in the form prescribed for the purpose (Appendix-I). This form may be modified by the Council from time to time as and when the council desires. No application shall be entertained unless accompanied by the prescribed admission fee, which shall not be refunded even if admission is refused.
- 5.2 A candidate passing the examination conducted by the Association shall be eligible for admission as an associate.
- 5.3 Admission of the member shall be by the decision of the Council. The Council shall not admit any member after declaration of General Election till its completion by end June.
- 5.4 Any applicant for admission to the Association or any association desiring affiliation with this Association shall be required to give a written undertaking (Appendix II) that if admitted he or the affiliated association will conform to the Rules & By Laws of the Association in force at the time, a copy of which shall be supplied to him on admission.
- 5.5 The Council shall have the power to refuse admission to an applicant without assigning with reason for its refusal, and the decision of the Council shall be final.

- 5.6 Any member who wishes to be enrolled as a member in any other class of membership, his application for admission shall be considered in the same manner as any new member. Upon obtaining new membership his previous membership will cease.
- 5.7 No member shall be eligible to apply for membership in another class of membership if he is in arrears of subscription or has any other dues.
- 5.8 A member upon admission and payment of the annual subscription shall be entitled to a certificate of membership.
- 5.9 For admission to Honorary Fellowship, a proposal shall be made by a Patron or a Fellow or an Affiliated Association and shall be recommended by six other members who may be Patrons or Fellows or who have personal knowledge of the proposed candidate. The nomination, which will be in the prescribed form (Appendix III).
- 5.10 Such nomination, as specified above, shall be considered by the Council and the decision of the Council will be final.
- 5.11 The Honorary Fellow thus admitted shall be bound by the Rules and by Laws of the Association.

6. Fees and Subscription:

- 6.1 A candidate who has been duly admitted, shall on being notified of his admission, pay the annual subscription and unless this is paid, his name shall not be entered in the register of members, nor shall he receive his certificate, nor enjoy any of the privileges of membership. If the annual subscription is not paid within one month of his being notified of his admission, the Council may, at its discretion, cancel his admission.
- 6.2 Admission fee and annual subscription shall be charged at the following rates :

CATEGORY	INDIA		ABROAD	
	Admission Fee	Annual Sub.	Admission Fee	Annual Sub.
1. Affiliated Association	5,000	2,500	10,000	5,000
2. Companion Members	18,000	7,000	30,000	10,000
3. Fellow Members	500	800	1,800	3,000
4. Associate Members	300	400	1,600	2,400
5. Student Members	-	50	-	-
6. Hon. Institutional Members	-	-	1,000	2,000
7. Patron Members	-	40,000	-	-

In addition to above, delegation fee for convention, seminar, etc. shall also be payable, as to be decided from time to time by the council.

- 6.3 To resolve that a Fellow Member may become Life Member in his class by paying 10 years subscription at the rate in force at that time in lumpsum.
- 6.4 Members going out of India for a period not exceeding three years, will be treated as member in India during the period of their absence.

6.5 Annual subscription shall be due on 1st January each year. A member who is admitted after 1st July shall be required to pay only the half year's current subscription. The subscription for the year shall be paid by 28th February of the year. If he does not pay the subscription by 31st March, he will be treated as defaulting member and services to the members will be stopped. In case the subscription of any member remains unpaid till 30th June, he automatically ceases to be a member with effect from 1st July of that year. Before striking off the name of such defaulting member a notice will be sent to him one month in advance. For re-admission he shall apply in the form prescribed for new members and pay the admission fee as well as the arrears of unpaid subscription.

6.6 A member who is approved for transfer from one grade of membership to another, shall pay the increased annual subscription of the class of membership, for which his transfer has been approved.

7. Right and Privileges of members:

7.1 A member (including the Honorary Fellow) shall have the right to attend and vote at the meetings of the Association excepting those of the Council.

7.2 Every member (including the Honorary Fellow, excepting student members) shall be entitled to one vote. Proxies shall not be allowed.

7.3 The President or the representative of the affiliated association shall be ex-officio Council member of the Association.

7.4 Associate members shall not be eligible for election to the Council. But in all other respects they shall enjoy the rights and privileges of other members.

7.5 Every member except the defaulter member, (Ref. By Law 6.5) shall be entitled, free of charge, to a copy of the proceedings of the Convention and such other publications of the Association as the Council may decide from time to time.

7.6 The following categories of members shall be entitled to use the appellation as follows:

1. Honorary Fellow : H.F.S.T.A.I

2. Fellow Members: F.S.T.A.

3. Associate Member: A.S.T.A.

7.7 Members not resident in India for the time being shall not have the right to vote, but in all other respects they shall have the same status as members in India.

8. Disciplinary action against members:

8.1 A code of conduct and professional ethics as given in Appendix IV will be applicable to all the members to maintain a high standard of professional conduct of the member. The Council may from time to time can amend this code of conduct as it deems fit.

- 8.2 The Council may initiate any disciplinary action including removal from membership against a member in accordance with the code as prescribed in 8.1. Such action may be initiated by the Council on its own motion or upon requisition signed by atleast 15 members. The Council shall give two weeks notice to the concerned member to submit his explanation in writing to the charges levelled against him. An opportunity of being heard in person may be given to Council if a request for affording such an opportunity of being heard in person may be given to Council if a request for affording such an opportunity has been specifically made by the concerned member in his explanation. The Council or the President may call any person for personal hearing. Thereafter the Council may at its meeting recommend to the General Body any disciplinary action including removal from membership of the Member. Such resolution shall be circulated to all the members alongwith the notice of General Body. The decision for removal of a member shall be taken at the meeting of the General Body. The decision so taken by the General Body shall be final and it shall not be necessary for the Council or the General Body to give any reason for such disciplinary action including removal from membership of the Association.
- 8.3 The Council may of its own accord or upon requisition by any member remove any member or disaffiliate any association for non-compliance of any of the rules and regulations prescribed herein or for breach of any undertaking on its parts vis-a-vis the Association provided that no such action shall be taken unless an opportunity to submit the explanation in writing is given in that behalf by a notice of atleast two weeks.
- 8.4 If the council feels that a branch is not working and not substantial objects has been gained by opening of that branch, it may by a special resolution, order its dissolution and winding up.

9. Constitution of the Council:

- 9.1 The Council shall consist of the following:
- 9.1.1 The President
- 9.1.2 Seven Vice Presidents (4 elected Vice Presidents and the President, South Indian Sugarcane and Sugar Technologists Association, Madras; President, Deccan Sugar Technologists Association Pune and the Director, National Sugar Institute, Kanpur, will be *Ex Officio* Vice President).

The four elected Vice Presidents will be one each from the following three regions:

- Region A :** Andhra Pradesh, Karnataka, Kerala, Orissa, Pondichery & Tamil Nadu - 1 Vice President
- Region B :** Andaman & Nicobar, Assam, Bihar, Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Uttar Pradesh & West Bengal - 2 Vice Presidents

Region C: Daman & Diu, Goa, Gujarat, Madhya Pradesh, Maharashtra & Rajasthan -1 Vice President

9.1.3 Treasurer

9.1.4 Editor

9.1.5 Regional Council Members will be from the regions specified and will have the number of seats as allocated below:

Andhra Pradesh & Orissa	2 seats
Assam, Nagaland, Manipur, West Bengal, Bihar, Meghalaya, Arunachal Pradesh, Andaman & Nicobar and Mizoram	1 seat
Gujarat	1 seat
Jammu & Kashmir, Himachal Pradesh, Delhi, Chandigarh, Haryana and Punjab	2 seats
Madhya Pradesh, Rajasthan Maharashtra and Goa	4 seats
Tamil Nadu, Pondicherry and Kerala	2 seats
Karnataka	1 seat
Uttar Pradesh & Uttaranchal	4 seats
Total	17 seats

9.1.6 The President of the Affiliated associations namely DSTA and SISSTA or their nominees.

9.1.7 The Director of the National Sugar Institute, Kanpur, or his nominee.

9.1.8 Co-operated members (number shall not exceed 3).

9.2 The following will be the special invitees for the Council meeting. They, however, shall not have the right to vote.

9.2.1 Director, Vasantdada Sugar Institute, Pune.

9.2.2 Director, Indian Institute of Sugarcane Research, Lucknow.

9.2.3 Director, Sugarcane Breeding Institute, Coimbatore.

9.2.4 President/Secretary General, Indian Sugar Mills Association, New Delhi.

9.2.5 President / Managing Director, National Federation of Cooperative Sugar Factories Ltd., New Delhi.

9.2.6 Joint Secretary (Sugar), Government of India or his nominee.

10. Election Procedure:

10.1 The President, 4 elected Vice Presidents and the Regional Council Members shall be elected by secret ballot by all the members residing in India and eligible for voting. The member seeking election shall

deposit earnest money as per following :

For the post of President - Rs. 5000/-

For the post of Vice President - Rs. 3000/-

For the post of Council Member - Rs. 1500/-

The above earnest money shall be refunded if the candidate decides to withdraw his nomination on or before the date of withdrawal.

- 10.2 All those seeking elections must be members of the Association.
 - 10.2.1 Anyone seeking election as President/Vice President should be a Patron/Fellow Member and have served as an elected Council Member for a minimum of one term in any of the earlier Councils.
 - 10.2.2 The proposals for nomination must be duly proposed and seconded and the written consent of the person whose name is proposed must be sent alongwith the proposal. Only a bonafide member from the class of Patrons or authorised nominees of Companion members or Fellows, shall be eligible for election as a Council member.
- 10.3 The Honorary Treasurer and Honorary Editor shall be nominated by the elected incoming Council from out of eligible candidates (as specified under rule 10.2.2).
- 10.4 The Regional Council members shall be elected from the various regions as specified under Rules 9.1.5.
 - 10.4.1 Any member seeking election as a Council Member will stand from only that region of allegiance. His place of birth or domicile will have no bearing on this.
 - 10.4.2 An elected member will cease to be a Council Member representing that region from which he has been elected, if he shifts from the region of his employment at the time of his election to any other region. The vacancy so caused shall be filled up by the Council in any way it considers proper.
- 10.5 The General Election shall be held once in three years.
- 10.6 The following procedures shall be observed for the General Election :-
 - 10.6.1 The election shall be held during April-June of the year.
 - 10.6.2 In the month of January of the year in which the elections are to be held, a circular shall be issued to all the members for inviting proposals regarding nomination for various offices.
 - 10.6.3 No member shall be allowed to contest in the election for more than one post at a time.
 - 10.6.4 Members who are in arrears of subscription for the year preceding the year of election or for years earlier than that, shall not be eligible for voting or election to any position of the

Council or for proposing or seconding any nomination.

- 10.7 For the purpose of conducting the elections and scrutinising the nominations received for elections and for scrutinising and counting of ballot papers for elections, a Scrutinising Committee consisting of three Fellow members of the Association shall be appointed by the President or the Vice President authorised by the President in that behalf. The Secretariat services shall be provided by the STA office. The members of the Scrutinising Committee shall not be eligible for any election in that year. Decisions by the Scrutinising Committee may be filled in by the President or the Vice President authorised by the President in that behalf. All nomination papers received for the elections shall be scrutinised by the Scrutinising Committee and the nominations considered valid by the Committee shall be so declared.
- 10.7.1 The last date for receipt of nomination shall be generally the 15th March of the year. The Scrutinising Committee will (10.7 above) will draw up a time table for the election to be conducted and to be completed by end June.
- 10.7.2 The last date upto which the arrears can be cleared for the purpose of eligibility to voting for elections shall be the last date of the month of March of the Year.
- 10.7.3 A candidate nominated to the Council may withdraw his candidature by notice in writing to the Secretary. Such notice shall be signed by the candidate himself or by the member who nominated him, and shall be sent to the Secretary before 30 days of the election.
- 10.7.4 A list of nominations declared valid by the scrutinising Committee shall be circulated by the office of the Association to the various nominees to ascertain withdrawals, if any.
- 10.7.5 After ascertaining the withdrawals, if any the Scrutinising Committee shall draw up the final list of nominees, who will be informed accordingly and supplied with a list of voters containing their names and addresses as available at the time, with the office of the Association. The ballot paper containing the name of the nominees as per the final list shall be sent to the bonafide and eligible member and the members, after casting their votes on the ballot paper, return the same by the prescribed date.
- 10.7.6 The Scrutinising Committee shall examine all the ballot papers and count the votes, those securing majority of votes shall be declared as elected. In case of a tie, the election shall be decided by casting an additional vote by the sitting President.
- 10.7.7 Contesting members or his nominee shall be allowed to be present at the time of counting of votes. The results will be communicated to the elected Council members by the Secretary of the Association.

- 10.8 In case there is no proposal for any particular office the election for that office shall be by show of hands of the members present at the Annual General Body Meeting.

11. Functions of the Council:

- 11.1 The office bearers and the members of the Council shall hold their office till the names of new office bearers and members of the Council are announced in the next Annual General Body Meeting. The newly elected office-bearers and the members of the Council shall take charge immediately after the Annual General Body Meeting in which they are elected or in which the election results are declared.
- 11.2 The Council shall have the power to co-opt a maximum of 3 members as co-opted members. Co-opted members should be Patron or Fellow members of the Association.
- 11.3 The Council shall not co-opt a member who stands defeated at the General Election in which the Council has been elected.
- 11.4 The Co-opted members shall have the same rights and tenure of office as the elected members of the Council.
- 11.5 If any member of the Council or office-bearer vacates his office during the period of his term, his place will be filled up by the Council in any manner it thinks fit. Further if any member or office bearer fails to attend three consecutive Council meetings without giving any reason or seeking leave of absence, he shall cease to be the Council member or office bearer, as the case may be for the remaining term and the vacancy so caused shall be filled up by the Council by co-opting another member from the region to which the sitting member belongs.
- 11.6 The affairs of the Association and the management of its funds shall be under the control of the Council. The Council may appoint or employ such persons, as it deem necessary and on such terms and conditions, as it may decide to run the office of the Association or its affairs. In carrying out its functions and duties, the Council may delegate the same to such sub-committees, as it may consider expedient.
- 11.7 The Council may authorise its members to form a Committee and depute persons to canvass for and receive donations for the Association, in a manner which may not confer any privileges to the donors which may not be inconsistent with the Rules & By Laws and which may affect the position of the Association.
- 11.8 The Council meetings shall be held periodically, not less than three during the year, at the direction of the Council. Six members of the Council shall form a quorum. However, no quorum will be needed for the meeting held after postponement due to lack of quorum.
- 11.9 The Council and/or President shall have, the power to invite persons as 'Special invitees' for any of its meetings. The 'Invitees' shall not have the power to vote and would not form the quorum.

11.10 Notice of the time of holding of each meeting of the Council shall be forwarded by the Secretary to each member of the Council and the Secretary will issue such notice atleast 2 weeks prior to the meeting.

12. Duties of the Office Bearers:

12.1 President:

12.1.1 The President shall be the executive and administrative head of the Association and other office bearers shall work under his instructions and guidance, subject to the existing Rules and By Laws.

12.1.2 The President shall preside over meetings of the Council in which, he shall have a casting vote. In his absence, anyone of the Vice Presidents authorised/nominated by the President failing which the Council members present at the meeting may elect any member to preside over the meeting and shall have the same powers as the President for the said meeting.

12.1.3 The President shall control the finances of the Association and shall sanction expenditure within the sanctioned budget.

12.1.4 The President shall be ex-officio Regional Vice Chairman of ISSCT and President of the National Committee of ICUMSA.

12.1.5 In the event of the President being unable to perform the duties of his office due to death, resignation or any other cause, or in the case of his prolonged absence from India for any reason, the senior most Vice President of the Council shall assume all the duties of the President for the residual part of the session provided however that the residual part of session is not less than two months, the seniority of members of the Council shall be based upon the continuous number of years that the member concerned have been in the Roll as member.

12.2 Vice President:

12.2.1 For carrying on the affairs of the Association, the Vice Presidents shall perform duties and exercise powers of the President during the latter's absence or when specially required by the President to do so. Any one of the Vice Presidents may be nominated by the President for the above purpose.

12.3 Treasurer:

12.3.1 Receipt of subscriptions, fees donations and other monies of the Association shall be under the supervision and control of the Treasurer.

12.3.2 The Treasurer shall organise and supervise the maintenance of the accounts of the Association in proper form and shall get the accounts and annual balance sheet prepared and audited every year for submission to the Council and the Annual General Meeting. The Treasurer, with the concurrence of the

Council shall open and maintain a bank account in the name of the Association.

- 12.3.3 All the monies received by the Association shall be first deposited in the bank account of the Association immediately; and all expenses shall be incurred after making suitable withdrawals from the bank account.
- 12.3.4 The bank account shall be operated under joint signatures of Treasurer and another office bearer or Council member authorised by the Council for this purpose. Cheques, drafts, securities and other negotiable instruments belonging to or meant for the Association shall be similarly signed jointly.
- 12.3.5 The bills after being passed by the Secretary will be paid by the Treasurer after endorsing payment under his signatures.
- 12.3.6 No office bearer of the Association shall take, retain or use for private purpose, any portion of the Association funds or property.
- 12.3.7 No over draft or loan shall be taken on behalf of the Association unless a resolution to this effect has been previously passed by the Council meeting.

12.4 Editor:

- 12.4.1 The Editor, acting in collaboration with Advisory Committee on Publications (vide rule 16.1) shall be responsible for editing the papers and for the publication work of the Association. He may seek the assistance of other members or outside experts for the editing work.

13. Secretary:

- 13.1 The Secretary will be whole time employee of the Association and will be appointed by the Council on such conditions of employment as the Council may deem necessary.
- 13.2 In case the post of the Secretary falls vacant for a period of one month or more or the Secretary is absent from duty on leave or otherwise, the President may nominate a member of the Association as Secretary of the Association who will act in an honorary capacity till a new Secretary is appointed or till the Secretary resumes duty from leave of absence. The nomination of the Secretary will be subject to the approval of the Council within a month of such nomination. The right and privileges of such nominated Secretary will be similar to those of an appointed Secretary.
- 13.3 The Secretary shall arrange for convening the meeting of the Association and of the Council.
- 13.4 The Secretary shall attend all meetings of the Association and of the Council or its Special Committees, record minutes of the proceedings and conduct all correspondence of the association.

- 13.5 The Secretary shall organise and supervise the maintenance of proper records of all properties of the Association and shall be responsible for their safe custody. This refers to all articles, whether received against payment or in exchange or as gifts.
- 13.6 The Secretary shall prepare and submit to the General Body Meeting of the Association an Annual Report describing the activities of Association during the year for consideration at the AGM.

14. General Body

- 14.1 The Association shall hold atleast one General Body Meeting in each calendar year which will be called the Annual General Body Meeting. All other meetings of the General Body shall be called Extraordinary General Body Meeting and shall be convened by the Council or by the President in consultation with the Council.
- 14.2 The time and place for holding the Annual General Body Meeting shall be fixed by the Council and shall be announced by the Secretary, atleast 21 days before the date of the meeting. The minimum notice period for the Extraordinary General Body Meeting shall be 14 days.
- 14.3 All notices of motions for consideration at an Annual General Body Meeting shall be submitted to the Secretary so as to reach him atleast three weeks before the date of the Meeting.
- 14.4 The Annual General Body Meeting shall be presided over by the President. In his absence the meeting may elect as Chairman, one of the Vice Presidents or in their absence, a member of the Council or in his absence a member of the Association.
- 14.5 Fifty members (excluding student members) shall form quorum for the General Body Meeting. For Extraordinary General Body Meeting, the quorum shall, however, be of 25 members.
- 14.6 The following business shall be obligatory for each Annual General Meeting:
 - 14.6.1 Consideration of Secretary's Annual Report.
 - 14.6.2 Passing the audited accounts and balance sheet for the year.
 - 14.6.3 Declaration of the result of election or election of office bearers and members of the Council when due.
 - 14.6.4 Appointment of auditors and their remuneration.
- 14.7 The Annual General Body Meeting and discourses of the affiliated bodies and branches shall be fixed in prior consultation with the Secretary of the Sugar Technologists' Association of India and or person nominated as Secretary by

the President under by Law No. 13.2. The President or the Secretary shall represent the Association at the said general body meetings of the affiliated bodies or associations.

14.8 Any 100 members of the Association may request the Executive Secretary to call a special meeting of the General Body of the Association giving specific reasons for calling such meeting. The Executive Secretary in consultation with the President of the Association shall call such meeting by giving due notice and in such meeting with quorum of 50 members shall transact only the business mentioned in the notice.

14.9 If within the thirty minutes after the time appointed for a Special General Meeting or Extraordinary General Meeting, or at any point of time during a Special General Meeting or Extraordinary General Meeting, the requisite quorum is not present, the meeting shall be dissolved and the Chairman with the consent of the meeting, shall adjourn the meeting by 30 minutes. The adjourned meeting shall be held at the same place on expiry of 30 minutes and the Members present at the adjourned meeting shall form the quorum. No business other than the business left unfinished at the meeting from which adjournment took place. It shall not be necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting other than the business left unfinished at meeting from which adjournment took place. It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

15. Annual Convention

15.1 The Association shall generally hold a Convention for Scientific discourses once in every year. The date and Venue for the annual convention shall be decided by the Council. All scientific papers and other contributions intended for reading before the annual convention or for publication by the Association, shall be addressed to the Secretary.

15.2 All scientific papers contributed and read at the Convention or at specially arranged seminars shall be published, together with discussions thereon, in the Proceedings of the Association, subject to the approval of the Advisory Committee on Publications. Papers of the affiliated associations or branches may also be included in the proceedings of the Association with the approval of the Council.

15.3 The Secretary shall consult the Editor regarding the suitability of a paper. The Editor may refer the papers to experts in the field and recommend changes in the text of papers where necessary, which shall be communicated to the author by the Secretary.

- 15.4 The paper as finally approved by the Editor shall be allowed to be read before the Annual Convention and to be published by the Association.
- 15.5 All papers and other contributions sent to the Association shall remain the property of the Association till they are published. Upon publication, the Association, shall have the right to retain the manuscript, illustrative drawings and photographs etc relating to them.
- 15.6 When papers are accepted for publication, the authors shall not be at liberty, save with the permission of the Council to publish them elsewhere, until the papers or their abstracts have appeared in the official publication of the Association. After this, it shall be open to the authors to publish them elsewhere and if desired, to obtain copyrights on them.

16. Standing Committee

- 16.1 There shall be standing committee called the Advisory Committee on Publications consisting of the Ex-officio Vice President, Editor, Treasurer, President may nominate any experts on this Committee.
- 16.2 The new Council shall appoint a committee on Research and Investigation.
- 16.3 In addition to the above, every affiliated association and branch shall nominate one member each to the Committee on Research and Investigation.
- 16.4 The Committee shall invite members of the Association to send suggestions to it regarding problems of which there is need for research work. Factories and other interested in the industry shall also be invited to send problems.
- 16.5 The problems for investigation shall relate to the following sections:
 - 16.5.1 Sugarcane Agriculture
 - 16.5.2 Sugar Engineering
 - 16.5.3 Manufacturing processes
 - 16.5.4 Sugar Machinery design
 - 16.5.5 Instrumentation, Rationalisation & Automation
 - 16.5.6 Chemical Control
 - 16.5.7 Indigenous methods of gur and sugar manufacture
 - 16.5.8 Utilisation of By Products
 - 16.5.9 Problems relating to production of sugar from
 - 16.5.10 Control of water and air pollution.

- 16.6 The Research and Investigation Committee shall select such problems, as are of general interest, interest in preference to those likely to benefit particular parties.
- 16.7 The list of selected problems shall be circulated to the Council, which shall notify to the Research & Investigation Committee within a month, the particular problem or problems, on which research work is to be carried out.
- 16.8 When the Committee decides to carry on research work under the auspices of the Association, the Council shall render assistance in any way of the following ways:-
- 16.8.1 By giving financial help such as awarding scholarships to the research workers or supporting their application for grants from Government departments, factories and other Institutions.
- 16.8.2 By assisting them in securing facilities for plant, laboratory and library from Government departments, sugar factories and other institutions.
- 16.8.3 By establishing points of contact with other workers in the same field in India or abroad.
- 16.9 Research work done under the auspices of the Association shall conform to the following rules:-
- 16.9.1 That the member or members undertaking work shall in the opinion of the Committee, be suitably qualified for the purpose.
- 16.9.2 That the laboratory and library facilities available for the work (supplemented by such facilities as the committee may arrange for) shall, in the opinion of the Committee, be adequate for the proper execution of work.
- 16.9.3 That a general outline, indicating the lines on which the work is to be conducted, shall be submitted to the Committee for approval before commencing work.
- 16.9.4 That the Committee shall, as far as possible fix the time within which each investigation is to be completed. The Committee may require interim progress reports to be submitted in the case of prolonged researches.
- 16.9.5 That the paper or report embodying the result of the investigation shall be submitted to the Committee.

17. Prizes and Awards:

All prizes and awards given by the Association shall be decided by the Council in accordance with the prevailing rules governing each award. The Council has power to modify/amend/change the rules from time to time for giving awards.

18. Library:

- 18.1 A library of books, journal and other publications on sugar and allied subjects shall be maintained by the Association for the benefit of the members.
- 18.2 Provision shall be made in the annual budget for necessary funds for the upkeep of the library and for purchasing new books and journals, where possible. Books and journals for the library any also be obtained in exchange for publications of the Association. Catalogues drawings, photographs, patent specification and other similar literature received by the Association, whether on payment or free of charge shall be entered in the Library Register.
- 18.3 The Librarian or such other person appointed by the Council shall be incharge of the Library and shall be responsible for its proper maintenance and for the issue and return of books.
- 18.4 Purchases for the Library shall be made by the Secretary with the previous sanction of the President. Suggestions from members, regarding books and periodicals to be purchased shall receive due consideration.
- 18.5 The Library shall be open for consultation by member free of charge at the Association during working hours.
- 18.6 Valuable books and books of reference shall not ordinarily be issued on loan.
- 18.7 Books and periodicals may be issued on loan to members on their depositing with the Secretary an amount of which will cover the price of the book and postal charges for sending the book. The postage for returning the book to the Library shall be paid by the borrower.
- 18.8 In the event of a book being damaged or lost by the borrower in transit the cost of repair or replacement will be realised from him.

19. Employment Bureau:

- 19.1 An Employment Bureau shall be maintained under the charge of the Secretary, for the members of the Association and other seeking employment in the sugar industry.
- 19.2 No fee shall be charged for registration in the register of candidate of the Bureau in the case of members of the Association (including student members). Non-members shall, however, have to pay a registration fee of Rs 5/- per year.
- 19.3 Persons desiring their names to be registered in the Employment Bureau shall be required to fill up from giving full particulars of their qualifications and experience.
- 19.4 No responsibility shall attach to the Association for any loss of damage suffered by any person or concern as a result of the

recommendations made, or employment secured by or through the Employment Bureau.

19.5 The record of the Employment Bureau shall be kept confidential.

20. Amendments of Rules & By Laws:

20.1 Proposal for the amendment of the Rules and by Laws of the Association may be made either by the Council or by the members.

20.2 Any proposal for amendment to the Rules and By Laws shall be send to the Secretary signed by not less than 15 members. The Secretary shall place such proposals before the Council in its next meeting. The Council may consider the said proposals in that meeting or in the next meeting and shall prepare a report in respect thereof. Such report of the Council together with the proposals shall be circulated alongwith the notice of the next meeting of the General Body for consideration in the next Annual General Body Meeting.

20.3 No alternation of the Rules and By Laws shall be made except at the Annual General Body Meeting, or at an Extraordinary General Body Meeting of the Association called for the purpose and such proposal shall require for its adoption a two-third majority of those present and voting.

Appendix I

Application for Admission as Fellow/Associate/Life Member

The Sugar Technologists' Association of India

C-Block, 2nd Floor, Ansal Plaza, August Kranti Marg,
New Delhi-110 049

(This form should be accompanied by 'Entrance fee and annual subscription')

1. Full Name (in block letters)
 2. Father's Name.
 3. Place of Birth
 4. Date of Birth
 5. Present Age
 6. Nationality
 7. Present Occupation
 8. Employer's Name and Address
 9. Permanent Address
 10. Present Address
 11. Were you a member of this Association before Yes No
(Strike off which is not applicable). If yes
- (a) Reason for leaving the Association
12. For changing membership
(a) Are you a Student/Associate/Fellow member since when:
 13. Educational qualification (Starting from Matriculation or High School)
- | Examination | Year | College/University | Division |
|-------------|------|--------------------|----------|
|-------------|------|--------------------|----------|

(i)

(ii)

(iii)

(iv)

	*Admission Fee	Annual Subscription
Fellow	Rs. 500/-	Rs. 800/-
Associate	Rs. 300/-	Rs. 400/-
Student Annual fee		Rs. 50/-
Life Member (Fellow only)	Rs. 500/-	Rs. 8000/- (Lumpsum)
Visiting Member		Rs. 1000/- (Lumpsum)

14. Technical Qualification

Institution/College	Diploma/Degree	Year	Division
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15. Experience/Employment:

Organisation	Date of joining	Position held	Duration
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16. Research experience and papers published.

17. References (Give names of atleast two Patrons/Fellows of the Sugar Technologists' Association of India)

- 1.
- 2.
- 3.

Appendix II

UNDERTAKING

I, the undersigned certify that so long as I remain a member of the Association, I shall be bound by and observe the rules and regulations of the Sugar Technologists' Association of India as they exist now or as they may be changed from time to time.

I shall abide by the code of professional conduct prescribed by the Association and shall do nothing that will bring disrepute to the Association.

I shall do my best to advance the interest and objects of the Association.

Signature of the Member

Dated :

Class of Membership.....

Appendix III

NOMINATION FORM

We, the Members of the Sugar Technologists' Association of India, beg leave to propose for admission to the Honorary Fellowship of the Association.

We append herewith a statement of his achievements and certify that in our opinion he is fully qualified for conferring the distinction of Honorary Fellowship.

Proposer's Signature

Status of Membership.....

Name, Signature and status of the Member recommending the proposal:

- | | |
|---------|---------|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Appendix IV

CODE OF CONDUCT FOR MEMBERS

1. In general a member shall observe due professional ethics and conduct considered equitable, just fair and honourable by the profession.
2. He shall behave in accordance with known principles of honesty, integrity, fairness, discipline, courtesy and fidelity such as will bring honour and dignity to the Association.
3. In particular he shall desist from:
 - a) Telling lies or misrepresenting facts.
 - b) Committing such acts as may directly or indirectly bring disrepute to the Association.
 - c) Maliciously criticising or injuring the reputation of another member.
 - d) Claiming or publishing as his own, the work done by others.
 - e) Giving false information regarding his qualification, experience, etc.
 - f) Disclosing confidential information which may injure the reputation or interests of the Association.
 - g) Carrying out any shady, fraudulent or objectionable financial transaction which may adversely effect the Association.
 - h) Committing such acts of moral turpitude as may be considered socially or legally objectionable.
 - i) Adopting unfair means or practices in the conduct of and participation in elections conducted by the Association and
 - j) Abusing the power attaching to office he is holding in the Association.
4. A member will abide by all the rules and regulations of the Association in letter and spirit.