



# THE INDIAN CERAMIC SOCIETY

Office of the Hony Secretary  
Care: Central Glass & Ceramic Research Institute  
Calcutta - 700 032

October 28, 1997

To  
All Members of  
the Indian Ceramic Society

Sub : *Revised Constitution of the Indian Ceramic Society  
(as amended upto December 12, 1996)*

Dear Member,

I have been directed to forward herewith a copy of the Revised Constitution of the Indian Ceramic Society which has been approved at the Extraordinary General Meeting of the Society held at RDCIS, SAIL, Ranchi (Bihar) on 12th December 1996.

Thanking you, .

Yours faithfully,

(Amit Kr. Das)  
Hony Secretary

Encl: as stated

**REVISED CONSTITUTION OF  
THE INDIAN CERAMIC SOCIETY**

(as adopted on December 12, 1996)

Comprising  
**Memorandum of Association & Regulations**

**MEMORANDUM OF ASSOCIATION**

**1.0 Name**

The name of the Society shall be *The Indian Ceramic Society* hereinafter called *the Society*.

**2.0 Objectives**

The objectives of the Society shall be :

- 2.1 (a) to promote, particularly in India, the advancement of the knowledge of Ceramic Science, Arts and Technologies dealing with Clays and Clay Products, Glass, Enamels, Refractories, Cement and such other allied products;
- (b) to bring into contact those engaged in these pursuits with a view to developing a synergy among them particularly the industry, the professionals, the academia and R & D Institutions;
- 2.2 (a) to receive, edit, publish and distribute papers, periodicals or journals, books;
- (b) to establish and institute Special and Memorial Lectures;
- (c) to hold Conferences, Meetings, Symposia, Colloquia, Workshops on relevant themes and subjects;
- (d) to set up Libraries, as and where convenient;
- (e) to exchange journal and other publications with similar materials published elsewhere;
- (f) to establish interrelationship in mutual interest with similar bodies in different parts of the world;
- (g) to confer awards, medals and other distinctions on members in recognition of excellence attained in any branch of ceramic and related subjects;
- (h) to collect and display models and articles of interest related to ceramics and allied products;
- (i) to help establishment of zonal centres and local chapters and regulate activities thereof and modify or abolish them whenever considered necessary;
- (j) to take over, merge and manage any other Society or institution, if so required;
- (k) to invest money belonging to the Society, but not immediately required to be spent, in such a manner as may be deemed fit and proper from the point of view of both security and profitability;
- (l) to perform all such other functions as are incidental and conducive to the attainment of any of the objectives.

**3.0 Registered Office and Headquarters**

The registered office of the Society shall be situated at the Banaras Hindu University, Varanasi, but it may be shifted to any other place in India with the approval of the General Body.

The administrative Headquarters of the Society is at present situated at the Central Glass & Ceramic Research Institute, Calcutta 700 032.

**4.0 Application of Income**

The revenue of the Society shall form the general fund of the Society and all its properties and incomes whatsoever derived therefrom shall be applied solely for or towards the promotion of the objectives of the Society. Under no pretence whatsoever, including dissolution of the Society, shall any such property, income or revenue be paid or transferred, directly or indirectly, by way of dividend or bonus or otherwise by way of profit to the members of the Society, except in the case of a salaried officer or employee of the Society, provided always that nothing herein contained shall prevent :

- (i) The payment by the Society in good faith of reasonable and proper remuneration to any member of the Society or any person or persons for any service rendered to the Society.
- (ii) The payment of actual travelling expenses in connection with any business of the Society.
- (iii) The award by the Society of any prize, whether in cash or otherwise, and scholarship for the promotion of the objectives of the Society.

**5.0 Council of the Society**

The names, addresses and occupations of the present Council of the Society are :

| <i>Name and Address</i>  | <i>Designation</i> | <i>Occupation</i> |
|--|--------------------|-------------------|
| 1. Shri H. L. Somany<br>SPL Ltd<br>2 Red Cross Place<br>Calcutta -700 001.               | President          | Industrialist     |
| 2. Dr. N. R. Sircar<br>3D SUMON Apartments<br>60/2 Lake Road<br>Calcutta -700 029        | Vice President     | Consultant        |
| 3. Dr. G. Banerjee<br>Central Glass & Ceramic<br>Research Institute<br>Calcutta -700 032 | Hony Secretary     | Scientist         |
| 4. Shri Arun Kr Joshi<br>Palam Potteries<br>Gurgaon Road<br>New Delhi -110 037           | Hony Jt Secretary  | Industrialist     |

| <i>Name and Address</i>  | <i>Designation</i>       | <i>Occupation</i>                                      | <i>Name and Address</i>  | <i>Designation</i> | <i>Occupation</i> |
|--|--------------------------|--|--|--------------------|-------------------|
| 5. Shri D. R. Sen<br>Allied Ceramics Pvt Ltd<br>91 Lenin Sarani<br>Calcutta -700 013   | Hony Treasurer           | Company Executive                                      | 22. Dr. G. S. Upadhyaya<br>Dept of Metallurgical Engg<br>IIT-Kanpur<br>Kanpur -208 016   | Member             | Professor         |
| 6. Dr. D. Ganguli<br>Central Glass & Ceramic<br>Research Institute<br>Calcutta -700 032  | Hony Editor              | Scientist  | 23. Dr. S. K. Banerjee<br>Director (Tech), Associated<br>Industrial Furnaces Ltd<br>CJ-260 Sector II, Salt Lake<br>Calcutta -700 091 | Member             | Consultant        |
| 7. Shri G. K. Bhagat<br>11 Sarojini Naidu Sarani<br>Calcutta -700 017  | Past President           | Chief Executive (Retd)<br>Bengal Potteries             | 24. Shri Bimal Chatterjee<br>FRP Division (Refr Section)<br>National Metallurgical Lab<br>Jamshedpur -831 007                        | Member             | Scientist         |
| 8. Shri K. D. Sharma<br>H/14-C SAKET<br>New Delhi -110 017   | Past President           | Director (Retd)<br>(CGCRI)                             | 25. Shri Amit Kr De<br>Jt President<br>A. K. Industrial Corporation<br>79-9B A. J. C. Bose Road<br>Calcutta -700 014                 | Member             | Business          |
| 9. Shri S. Deb (Jr)<br>10 Chowringhee Terrace<br>Calcutta -700 020   | Past President           | Mg Director (Retd)<br>Associated Porcelain             | 26. Dr. P. G. Pal<br>Senior Manager (R&D)<br>Tata Refractories Ltd<br>Belpahar-768 218<br>Dist: Sambalpur (Orissa)                   | Member             | Company Executive |
| 10. Shri R. M. Mehra<br>'Dariya Mahal'-A<br>Flat No. 94 (16th floor)<br>80 L. Jagmohandas Marg<br>Bombay-400 016                             | Past President           | Chief Executive (Retd)<br>Bombay Potteries & Tiles Ltd | 27. Dr. B. N. Samaddar<br>Prof and Head of the Dept of<br>Ceramic Engineering<br>Regional Engg College<br>Rourkela -769 008          | Member             | Professor         |
| 11. Shri K. K. Bhatia<br>UP Ceramics and Potteries Ltd<br>Model Town, Ghaziabad-201 009  | Past President           | Industrialist  | 28. Dr. K. K. Singh<br>Head, Ferrous Process Divn<br>National Metallurgical Lab<br>Jamshedpur -831 007                               | Member             | Scientist         |
| 12. Dr. S. Kumar<br>20B Dover Place<br>Calcutta -700 019   | Past President           | Consultant   | 29. Dr. I. N. Chakraborty<br>The ACC Ltd (Refr Divn)<br>Express Towers (6th floor)<br>Nariman Point<br>Bombay-400 021                | Member             | Company Executive |
| 13. Shri S. K. Ghosh<br>India Potteries Ltd<br>91 Lenin Sarani<br>Calcutta -700 013  | Past President           | Industrialist  | 30. Dr. C. Ganguly<br>Central Glass & Ceramic<br>Research Institute<br>Calcutta -700 032   | Member             | Director<br>CGCRI |
| 14. Shri Nirmal Biswas<br>Secretary (TD) & DG (TD)<br>Ministry of Industry<br>Udyog Bhawan<br>New Delhi -110 011                             | Past President           | Director General (Retd)<br>DGTD                        | 31. Dr. M. Mukhopadhyay<br>Addl General Manager<br>IFICO Ltd<br>Marar -829 117<br>Dist: Hazaribagh (Bihar)                           | Member             | Company Executive |
| 15. Shri A. A. Ganpule<br>The Parshuram Pottery<br>Works Co Ltd<br>Morbi -363 642  | Past President           | Industrialist  | 32. Shri Maheshwari Singh<br>AGM (R & CR, CO & CCD)<br>Bhilai Steel Plant<br>Bhilai-490 006  | Member             | Company Executive |
| 16. Dr. B. K. Sarkar<br>Ex-Director (CGCRI)<br>16M Fern Road<br>Calcutta -700 019  | Past President           | Emeritus Scientist                                     | 33. Shri S. Durga Das<br>S. V. Refractories & Ceramics<br>C-19 Industrial Estate<br>Visakhapatnam-530 007                            | Member             | Company Executive |
| 17. Shri G. M. Agarwal<br>Excel Frits and Colours Ltd<br>Joka -743 512<br>Dist: 24 Parganas  | Immediate Past President | Industrialist  | 34. Prof. K. C. Patil<br>Department of Inorganic<br>and Physical Chemistry<br>Indian Instt of Science<br>Bangalore-560 012           | Member             | Professor         |
| 18. Dr. Gautam<br>Banaras Hindu University<br>Varanasi-221 005   | Member                   | Vice-Chancellor  | 35. Dr. R. G. Shah<br>Project Development Officer<br>Graphite India Ltd, R&D Centre<br>Whitefield Road<br>Bangalore-560 048          | Member             | Company Executive |
| 19. Prof V. C. Joshi<br>Head, Dept of Ceramic Engg, IT<br>Banaras Hindu University<br>Varanasi-221 005                                       | Member                   | Professor  |  |                    |                   |
| 20. Dr. G. N. Aggarwal<br>Dept of Ceramic Engg. IT<br>Banaras Hindu University<br>Varanasi-221 005   | Member                   | Professor  |  |                    |                   |
| 21. Shri Vidur Bhaskar<br>Managing Director<br>Bhaskar Stoneware Pipes Pvt Ltd<br>Ishwar Nagar<br>10/1 km Mathura Road<br>New Delhi -110 065 | Member                   | Industrialist  |  |                    |                   |

## 6.0 Supporting Members

We, the several persons whose names, addresses and occupations are hereafter subscribed are desirous of being formed into a Society as per revised Constitution under the provision of the Uttar Pradesh Societies Registration Act No. 21 of 1860 (with UP Societies Registration Rules 1976), on this the 12th day of December in the year 1996.

| <i>Name, Address and Occupation</i>   | <i>Signature</i>   |
|---|--------------------|
| 1. Shri H. L. Somany<br>Chairman<br>SPL Ltd<br>2 Red Cross Place<br>Calcutta -700 001   | Sd/- H. L. Somany  |
| 2. Dr. N. R. Sircar<br>Consultant<br>3D SUMON Apartments<br>60/2 Lake Road<br>Calcutta -700 029                                     | Sd/- N. R. Sircar  |
| 3. Dr. G. Banerjee<br>Head, Refractories Division<br>Central Glass & Ceramic<br>Research Institute<br>Calcutta -700 032             | Sd/- G. Banerjee   |
| 4. Shri Arun Kr Joshi<br>Partner<br>Palam Potteries<br>Gurgaon Road<br>New Delhi -110 037   | Sd/- Arun Kr Joshi |
| 5. Shri D. R. Sen<br>Director<br>Allied Ceramics Pvt Ltd<br>91 Lenin Sarani<br>Calcutta -700 013                                    | Sd/- D. R. Sen     |
| 6. Dr. D. Ganguli<br>Head, Sol-Gel Laboratory<br>Central Glass & Ceramic<br>Research Institute<br>Calcutta -700 032                 | Sd/- D. Ganguli    |
| 7. Shri S. K. Ghosh<br>Managing Director<br>India Potteries Ltd<br>91 Lenin Sarani<br>Calcutta -700 013                             | Sd/- S. K. Ghosh   |
| 8. Dr. B. K. Sarkar<br>Emeritus Scientist<br>Indian Association<br>for Cultivation of Science<br>16M Fern Road<br>Calcutta -700 019 | Sd/- B. K. Sarkar  |
| 9. Shri G. M. Agarwal<br>Managing Director & President<br>Excel Frits and Colours Ltd<br>Joka -743 512<br>Dist: 24 Parganas (WB)    | Sd/- G. M. Agarwal |

*Witness to the signatures :*

1. *Signature* : Sd/- C. Ganguly

*Address* : Central Glass & Ceramic Research Instt  
Calcutta - 700 032

*Occupation* : CSIR Service

2. *Signature* : Sd/- Amit Kr De

*Address* : A. K. Industrial Corporation  
79-9B A. J. C. Bose Road  
Calcutta - 700 014

*Occupation* : Business

3. *Signature* : Sd/- H. S. Maiti

*Address* : Central Glass & Ceramic Research Instt  
Calcutta - 700 032

*Occupation* : CSIR Service

4. *Signature* : Sd/- B. S. Ganguli

*Address* : P-22 Bondel Road (7th floor)  
Calcutta - 700 019

*Occupation* : Business

*Dated this the 12th day of December 1996.*

# THE INDIAN CERAMIC SOCIETY REGULATIONS

Registration No. 52 of 1945-1946 under  
Uttar Pradesh Societies Registration Act, 1860  
(with UP Societies Registration Rules 1976)

## 1.0 Rules

The Revised Regulations herein contained and the alterations and modifications which may be lawfully made therein from time to time shall be the regulations of the Society.

## 2.0 Name

The name of the Society shall be THE INDIAN CERAMIC SOCIETY, hereinafter called the Society.

## 3.0 Headquarters

The administrative Headquarters of the Society is at present situated at the Central Glass & Ceramic Research Institute, Calcutta 700 032.

## 4.0 Objectives

The objectives of the Society are contained in the *Memorandum of Association* of the Society.

## 5.0 Membership

5.1. Any person or Company who is engaged in the profession and practice of ceramics or allied activities in a responsible position shall be eligible to become member of the Society.

5.2. Membership of the Society under different categories and the rates of subscription for each category shall be decided by the Council and become operative after approval at the Annual General Meeting of the Society.

The candidature of different categories of membership shall have to be proposed and seconded by members of good standing. For the present, the different categories of membership shall be as follows:

*Honorary Members, Members, Life Members,  
Corporate Members and Student Members.*

5.3. *Register of Members*: The Society shall maintain at its Headquarters a Register of Members which shall contain their names, addresses, occupations, date of admission to membership and if anyone ceases to be member, the date on which such cessation occurs and kept open for the members of different categories of the Society who may inspect and take copies of the register after seven (7) days' notice in writing.

5.4. The mode of election, qualification and entitlement of members of different categories shall be as follows:

5.4.1. *Honorary Members*: The Honorary Members shall be persons who may or may not by themselves be

members of the Society and who by virtue of their outstanding contributions to subject of interest to the Society are elected to such membership by the Council.

The Honorary Members shall be exempted from the payment of Annual Subscription and Registration fee at Annual Sessions of the Society. They shall be entitled to receive one copy each of the periodic publications of the Society but shall not hold any office of the Society.

Honorary Members who shall be elected from some category or others of the members of the Society shall continue to have voting rights and those elected from outside the Society shall have no voting right.

There shall be a Committee for electing Honorary Members which will consist of five (5) members, two of whom must be past Presidents of the Society. The President shall be the Chairman. This Committee will be responsible for recommendation to the Council the names of person or persons suitable for such recognitions and for framing rules in this regard from time to time for consideration of the Council. Every member of the Society shall have the privilege of proposing the name of one person for election to the Honorary Membership.

Their number shall be decided by the Council.

5.4.2. *Members*: Membership shall be restricted only to individuals who are or had been in the profession and practice of ceramics and allied subjects and pursuing the objectives of the Society as embodied in this Constitution.

5.4.3. *Life Members*: Any person fulfilling the qualifications of a Member can become a Life Member of the Society by paying a sum as determined from time to time by the Council and General Body of the Society.

5.4.3.1. A Member holding continuous membership in the Society for 20 years may compound future payment of subscription towards Life Membership of the Society by paying a lumpsum amount to be decided by the Council and the General Body, and shall thus deemed to be a Life Member of the Society.

5.4.3.2. A Member falling short of the requisite number of years may become a Life Member by paying the usual subscription for those years in addition to the sum stipulated for compounding.

5.4.3.3. A Member holding continuous membership in the Society for 30 years and having attained the age of 65 and not associated with active wholtime service in any organisation shall not be required to pay subscription any more and shall automatically become a Life Member.

5.4.4. *Corporate Members* : There shall be two classes of membership under this category, namely, one under large and medium scale and the other under small scale.

5.4.4.1. *Large and Medium Scale Unit* : Corporate Members under this category shall include a Firm and Institution or such other organisations, interested in the objectives of the Society, shall on admission and payment of dues of the Society have the right to nominate two persons to act as its representatives and both the representatives shall have the right to attend meetings of the Society, to vote and generally to exercise all the rights and privileges conferred on the members of the Society.

5.4.4.2. *Small Scale Unit* : Corporate Members under this category shall include only the units under SSI, interested in the objectives of the Society, shall on admission and payment of dues of the Society have the right to nominate two persons to act as its representatives and both the representatives shall have the right to attend meetings of the Society, to vote and generally to exercise all the rights and privileges conferred on the members of the Society. They shall be required to produce "Certificate of Registration under SSI" as a supporting evidence.

The membership of such representatives shall cease within 15 days of receipt of a written communication from the Corporate Members expressing their desire to withdraw the membership of their nominee or nominees. After such representatives have ceased to be members, the Corporate Member will have the right to nominate another person or persons as substitute or substitutes. The Council shall have the right to disallow a nominee of a Corporate Member to be a member of the Society whereupon the Corporate Member shall nominate another person subject to the approval of the Council.

A Corporate Member shall be entitled to receive free of charge one copy of the Journal and other non-priced publications of the Society.

5.4.5. *Student Members* : Student Membership shall be confined to bonafide students of recognised Institutions engaged in the study of ceramics and allied sciences.

Their applications should be proposed by the Principal or Head of the Department of the respective Institutions.

## 6.0 Rights of Members

The different categories of members, namely, *Honorary Members, Members, Life Members, Corporate Members and Student Members* of the Society, of good standing, shall have the following rights and privileges:

6.1. To attend the Annual General and Extraordinary General Meetings of the Society (the Society will, however, not pay any travelling allowance for attending such meetings).

6.2. Members, Life Members and Corporate Members shall have the right to vote; Honorary Members, excepting those elected from the Society, and Student Members shall not have such right.

6.3. To receive free of charge the usual publications of the Society and other publications at a concessional rate to be determined by the Council from time to time.

6.4. To fill any office of the Society on being elected thereto.

Honorary and Student Members, however, shall not hold any office of the Society.

## 7.0 Expulsion

Whenever five or more members of good standing of the Society, make a complaint in writing giving full details of charges made, against any member with regard to his or her actions being derogatory to the prestige of the Society, the President shall have the authority to appoint a Special Committee of at least three persons from amongst the members of the Council to investigate the matter. This Committee should submit its report to the President within three months. This report will be discussed at a meeting of the Council. Before arriving at the final decision, the President will seek vote(s) of the absentee member(s) of the Council in writing.

## 8.0 Subscription

The annual subscription of the Society becomes due on the first day of the beginning of the financial year and must be paid within two months of its becoming due.

Any member, however, who has not paid his subscription upto date within the specified date, will not be entitled to attend a Council Meeting or Annual General Meeting and will not be eligible to vote. In case of default, the Honorary Secretary will report the names of such members to the Executive Committee for such action as considered necessary. In case a member is in default for one full year, the Council shall have the right to take off his or her name from membership register. Further, if the subscription of a member is not received within four months of the due date, the supply of Journal and other publications of the Society will be discontinued to the member.

## 9.0 Management

The management of the affairs of the Society shall rest fully and entirely in a Council constituted in the manner hereinafter provided. The Council shall carry on the business or affairs of the Society in accordance with the objectives as to the meetings of the Council, the mode of convening the same and the conduct of business thereat or otherwise as they think fit, provided the same shall not be inconsistent with the Constitution of the Society as also the Uttar Pradesh Societies Registration Act 1860 (with UP Societies Registration Rules 1976) and other laws.

It shall be within the competence of the Council to set up or dissolve Committees and Sub-Committees for explicit purpose and specific time frame. But the entire responsibility for whatever action taken by or on recommendations of those Committees and Sub-Committees shall rest with the Council. The Committees and

Sub-Committees may be empowered to co-opt up to a maximum of three members, if considered necessary.

9.1. *The Council* : The Council shall consist of :

(a) all the Office Bearers, namely, President, Vice President, Hony Secretary, Hony Joint Secretary, Hony Treasurer and Hony Editor;

(b) all the Past Presidents;

(c) sixteen (16) other members elected by the members of the Society having right to vote (vide Article 6.2);

(d) two (2) representatives, namely the Vice-Chancellor and Head of the Department of Ceramic Engineering of the Banaras Hindu University (under agreement dated 11th November 1949).

The Chairmen of Active Chapters shall be invitees in all the meetings of the Council.

9.2. *The Executive Committee*: The day to day administration of the Society shall be carried on by an Executive Committee responsible to the Council and shall consist of the Office Bearers and the immediate past President of the Society.

## 10.0 The Council

The duties and responsibilities of the Council shall be as follows :

10.1. The Council shall have sole control in regard to all matters relating to the management and organisation of the Society.

10.2. The Council shall exercise all such powers and do all such acts in furtherance of the objectives of the Society.

10.3. The Council shall have the authority to regulate and operate all funds collected by way of subscription, donation and/or from any other source deemed fit.

10.4. Without prejudice to the general powers conferred by the clauses 10.1, 10.2 and 10.3 the Council shall have the following powers :

10.4.1. To make and impose, vary and repeal rules and regulations, and bye-laws for the administration of the Society and for carrying its objectives into effect, subject to ratification by the General Body.

10.4.2. To incur all expenses in carrying out the objectives of the Society.

10.4.3. To purchase or otherwise acquire for the Society any property, rights or privileges which the Society is authorised to acquire at such price and generally on such terms and conditions as they think fit.

10.4.4. To take offices or acquire premises for the use of the Society.

10.4.5. To appoint and at their discretion remove or suspend such officials or agents, whether engaged for permanent, temporary or special service, and to determine their powers and duties, and fix their salaries, pensions or

emoluments and to require security in such instances and to such amount as they think fit.

10.4.6. To determine who shall be entitled to sign on the Society's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and other documents.

10.4.7. To set up, constitute, and organise Regional Chapters of the Society, in such places as they may think fit, and to define the powers and duties of such local chapters and Committees thereof, and to make and impose bye-laws, rules and regulations and guidelines for the administration of such chapters.

10.4.8. To print, publish, reproduce, sell, lend, or distribute any communication or document which they may consider of interest to the members of the Society.

10.4.9. To appoint or dissolve need based committees for the Society and regulate the proceedings of all such committees and delegate to them such powers as considered fit.

10.4.10. To approve awards and selection of speakers for memorial lectures.

10.4.11. To accept for or on behalf of the Society books, pictures, drawings, periodicals or other personal property, inclusive of donations from companies engaged in any of the ceramic industries or any other person or body for furtherance of the objectives of the Society.

## 11.0 Executive Committee

The duties and responsibilities of the Executive Committee shall be as follows :

11.1. To manage the affairs of the Society and for this purpose to frame such Regulations as may be deemed necessary for efficient administration of the Society provided always that such Regulations be not inconsistent with anything contained in the Constitution of the Society and that they are approved by the Council.

11.2. To present to the Council the Annual Report of the working of the Society, the Audited Statement of the Income and Expenditure, Balance Sheet for the preceding financial year, the balance in hand, the Assets and Liabilities and the Budget Estimates of the Income and Expenditure for the ensuing financial year.

11.3. To sanction expenditure in connection with the visit of persons who may be invited by the Society for furtherance of the objectives of the Society. This expenditure, however, will be incurred within the limits of the sanctioned budget.

11.4. To frame the Agenda of the Council and of the Annual General Meeting.

11.5. To admit new members of all categories to the Society and shall have absolute discretion in deciding whether any person or Company shall or shall not be admitted to membership of the Society.

11.6. To deal with all matters not otherwise provided in the *Regulations* subject to their being reported to the Council at its next meeting.

11.7. The Honorary Secretary shall circulate an approved copy of the Proceedings of the Meetings of the Executive Committee to all the members of the Council.

## 10 Functions of the Office Bearers

### 1. Office Bearers

The Office Bearers of the Society shall be – the President, Vice-President, Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer and Honorary Editor.

#### 1.1. The President

12.1.1.1. The President shall be the Chairman of the Council and of the Executive Committee and will preside over all the meetings of the Council, the Executive Committee, the Annual General Meeting and the Extraordinary General Meeting of the Society.

12.1.1.2. The President shall ensure that the provisions of the Constitution of the Society are being given effect. In the absence of any definite Rule or Regulation on any question which may arise in connection with the administration of the Society or in case of doubt about the interpretation of any Rule or Regulation, he shall consult the Executive Committee and give his decision. The decision shall remain in force till the next meeting of the Council. Such absence of rules or clarity of interpretation will be discussed by the Council and if it so decides, the interpretation or the new rule will be included in the Regulations and Bye-Laws of the Society.

12.1.1.3. The President or his nominee shall be an ex-officio member of all the Committees appointed by the Society.

12.1.1.4. The President shall have the authority to call meetings of the Executive Committee, the Council, the Annual General Meeting and any Extraordinary General Meeting or Meetings for specific purposes.

12.1.1.5. The President shall have the authority to sanction expenditure on behalf of the Society out of the approved budget according to rules framed by the Society from time to time.

12.1.1.6. The President shall have the authority to make appointments of the staff, to fix salaries in the scales of pay approved by the Council, to approve increments, to suspend and to take such other disciplinary action considered fit by him against any of the members of the staff.

12.1.1.7. The President shall have the authority to sanction any unforeseen expenditure not provided in the Annual Budget and not exceeding Rs.2000.00 at a time out of the funds possessed by the Society. Such sanctions, however, shall in total not exceed Rs.10,000.00 during a

financial year. This may be revised as and when required. The President shall keep the Honorary Treasurer apprised in this regard and the Honorary Treasurer in turn shall submit a statement of all such unforeseen expenditure for information of the Council at its next meeting.

12.1.1.8. The President shall have the authority to sanction travelling allowances for the Office Bearers of the Society.

12.1.1.9. The President shall have the authority to re-appropriate funds from one head of expenditure to another within the limits of the sanctioned budget.

#### 12.1.2. The Vice-President

12.1.2.1. In the absence of the President, the Vice-President shall preside over all the meetings of the Council, the Executive Committee, the Annual General Meeting and the Extraordinary General Meeting.

The Vice-President shall take over charge on the expiry of term of the existing President. In other words, the Vice-President would become the President after the expiry of tenure of the President and no fresh nomination/election would be required in this regard.

12.1.2.2. Whenever the President desires to be temporarily relieved of his duties as President, the Vice-President shall perform all the duties and functions of the President.

12.1.2.3. He shall perform such other functions as the President may entrust to him from time to time.

#### 12.1.3. The Honorary Secretary

12.1.3.1. The Honorary Secretary shall conduct the affairs of the Society in accordance with the provisions of the Constitution and other Bye-Laws of the Society under the direction of the President.

12.1.3.2. He shall be responsible for issuing notices of meetings, receiving suggestions from members for inclusion in the Agenda of the Council and the Annual General Meeting, prepare Agenda and other papers for the Meetings, record proceedings and be responsible for their safe custody.

12.1.3.3. He shall prepare, in consultation with the Honorary Treasurer, the Annual Budget of the Society according to the Rules laid down hereinafter and submit it to the Executive Committee and the Council.

12.1.3.4. He shall prepare the Annual Report of the activities of the Society including a statement of the audited accounts and Balance Sheet as received from the Honorary Treasurer.

12.1.3.5. He shall exercise supervision on the staff of the Society.

12.1.3.6. He shall be empowered to grant casual leave and earned leave subject to the Service Rules of the Society.



12.1.3.7. He shall be empowered to incur expenditure out of the approved Budget under the head "Contingencies" not exceeding a total of Rs.1000.00 in any one month. A statement of all such expenditures during every calendar month will be sent to the Hony Treasurer for information within the first week of the following month. This does not include the disbursement of salaries and allowances to staff which will be done in the normal course.

12.1.3.8. He shall sanction travelling allowance to the staff employed by the Society.

12.1.3.9. He may be an ex-officio member of all Committees including Sub-Committees appointed by the Society, if considered necessary and purposeful by the Council.

12.1.3.10. He shall, in consultation with the Hony Editor, exercise supervision on the sale and on the exchange of publications of the Society and will report such sales or exchanges to the Executive Committee from time to time and at the Annual General Meeting.

12.1.3.11. He shall perform such other duties as the President may decide from time to time.

#### 12.1.4. *The Honorary Joint Secretary*

12.1.4.1. He shall assist the Hony Secretary in the discharge of his duties.

12.1.4.2. In the event of the Hony Secretary resigning or desiring to be temporarily relieved of his duties as Hony Secretary, the Hony Joint Secretary shall, with the approval of the President, perform the duties and functions of the Hony Secretary.

12.1.4.3. He shall perform such other functions as the President may decide from time to time.

#### 12.1.5. *The Honorary Treasurer*

12.1.5.1. The Hony Treasurer shall receive and hold on behalf of and for use of the Society all money received by the Society and disburse claims on the Society duly authorised by the competent authority and keep accounts of such receipts and disbursements.

12.1.5.2. The Hony Treasurer will submit half-yearly statement of accounts of the Society to the Executive Committee.

12.1.5.3. He shall prepare the annual audited Statement of Accounts and Balance Sheet and submit the same to the Executive Committee and the Council two months before the Annual General Meeting for inclusion into the Annual Report of the Society.

12.1.5.4. He shall perform such other duties as the President may decide from time to time.

#### 12.1.6. *The Honorary Editor*

12.1.6.1. He shall be responsible for the publication of the Journal and such other publications as the Society

may decide to undertake from time to time. He shall keep the Council and the Executive Committee apprised of the status related to publication in each of their meetings.

12.1.6.2. He shall convene meeting of the Editorial Advisory Board at least twice in a year and rationalise editorial policy.

12.1.6.3. He shall serve as an Ex-officio member of the Award Committee.

12.1.6.4. He shall prepare the Annual Report about the publications and such other editorial activities and send it to the Hony Secretary two months before the Annual General Meeting for inclusion in the Annual Report of the Society.

12.1.6.5. He shall be empowered to incur expenditure out of the approved budget under the head "Contingencies" up to Rs.1000.00 per month. The statement of all such expenditures during every calendar month will be sent to the Hony Treasurer for information within the first week of the following month.

12.1.6.6. He shall perform such other functions as the President may decide from time to time.

### 13.0 Elections of Council Members and Office Bearers

13.1. All the sixteen (16) Members of the Council of the Society shall be elected by Postal Ballot by the members of the Society (with voting rights) according to the procedure and mode described in Bye-Laws.

13.1.1. *Zonewise Distribution of Seat* : The distribution of 16 elected members as stated above will, as far as possible, be made in a manner so as to cover the various spheres of activities of the Society and also different zones of the country. The exact distribution will be decided by the Council and will be made known to the members while inviting nominations for election to the Council.

13.1.2. Members without voting rights shall not be nominated for any elective post.

13.1.3. Any member eligible to stand for election, however, shall not nominate himself.

13.2. The Office Bearers shall be elected by: (a) sixteen (16) newly elected members of the Council, (b) all the past Presidents, (c) the six (6) retiring Office Bearers and (d) two (2) representatives (namely, Vice-Chancellor and Head of the Department of Ceramic Engineering) of the Banaras Hindu University.

Any member eligible to stand for election of Office Bearers shall not consent for more than one office.

13.3. The President shall hold office for a term of two years and shall not be re-elected.

13.4. The Vice-President shall hold office for a term of two years and shall take over charge as President on the expiry of term of the existing President.

13.5. The Hony Secretary, the Hony Joint Secretary, the Hony Treasurer and the Hony Editor shall be elected for a term of two years and will be eligible for re-election, but not exceeding three consecutive terms and must stand down after such a period at least for one term before being considered eligible for re-election.

13.6. The Members of the Council shall hold office for a term of two years. Every member shall be eligible for re-election for another two successive terms but thereafter must stand down for at least one term before seeking re-election.

#### 14.0 Resignations

The resignation of the Members of the Council and members of all other categories shall be accepted by the President. The resignation of any of the Office Bearers will be referred to the Council and, if accepted by the Council, will be effective from the date of such acceptance. The opinion of the Council can be obtained by circulation if it is not possible to hold a meeting for this purpose.

#### 15.0 Vacancies

Should any vacancy occur on the Council on account of resignation, death or removal of a member from the Council or otherwise, the President shall fill up the vacancy by the person receiving the next highest vote in the preceding election. The newly appointed Member shall hold office for residue of the term of two years and not for a total period of two years. If, however, there are no persons available from the preceding election, the President shall have the authority to fill up vacancies for the residue of the term.

When a vacancy occurs in any of the Office Bearers excepting the President, the President will nominate a member of the Society to carry on the work except that in the case of the Hony Secretary, where the Hony Joint Secretary will perform the duties.

If the office of the President falls vacant either by his resignation or otherwise, the Vice-President shall become the President of the Society for the residue of the term but this will not affect his eligibility for election as President for the succeeding term.

#### 16.0 Quorum

*Seventyfive* members of the Society who are eligible to vote shall form quorum for the Annual General Meetings (AGM).

*Seventyfive* members of the Society who are eligible to vote shall form quorum for an Extraordinary General Meeting (EGM).

*Four* members shall form quorum for meetings of the Executive Committee.

*Eight* members shall form quorum for meetings of the Council.

For lack of quorum of the Meetings noted above in time, the meeting will be adjourned for one hour in each

case and recalled. If it fails again to have the desired quorum, the President or in his absence the Chairman of the meeting will conduct the meeting with the members present including himself.

#### 17.0 Voting in AGM and EGM

In the Annual General Meeting or any Extraordinary General Meeting, unless at least ten members demand a poll, a declaration by the President or the Chairman of the meeting about the adoption or otherwise of a Resolution and authorising its entry in the proceedings of the Society shall be sufficient with or without recording the number of votes in favour or against. If, however, a poll was taken, the manner in which it was carried out will be left to the discretion of the President or the Chairman. In case of equality of votes in a General or Extraordinary General Meeting, the President or the Chairman shall be entitled, in addition to his own vote, to a casting vote.

#### 18.0 Financial Year and Term of Office

(a) *Financial Year* : The financial year of the Society shall be from the 1st day of April of a year to the 31st day of March of the following year.

(b) *Term of Office*: One term of office will mean two (2) working years of the Society and will normally be different from the financial year. It will begin immediately after the Annual General Meeting of the Society and end with the Annual General Meeting of the Society for the third year.

All Office Bearers and elected members of the Council shall hand over charge of the office to the newly elected Office Bearers and members of the Council immediately after the Annual General Meeting.

#### 19.0 Budget and Accounts

The budget estimates for the ensuing financial year will be prepared by the Hony Treasurer in consultation with the Hony Secretary and routed through the Executive Committee within three months from the closing of the financial year for their suggestions. The budget estimates as proposed by the Executive Committee will be placed before the Council for appropriate recommendations. The recommended budget estimates will be placed in the Annual General Meeting for final approval.

The Hony Treasurer will make disbursements by cheque excepting those to be met from the imprest which shall not exceed Rs.500.00. All cheques shall be signed by the Hony Treasurer and countersigned by the Hony Secretary or the President.

The Books and Accounts of the Society with all receipts and vouchers and the Annual Statement of Accounts shall be delivered to the auditors appointed by the Society for proper examination and their report shall be included as a part in the Annual Report of the Society which as mentioned above, will be placed before the

Council for forwarding to the Annual General Meeting. The auditors will be appointed for a term of one financial year by the General Body on the recommendation of the Council, but will be eligible for re-appointment.

#### **20.0 Board of Trustees**

All permanent funds, investments, securities and other liquid assets of the Society shall be lodged with Bankers approved by the Council. The fixed cash assets and any other properties such as land, houses, shall be included in the formation of a trust which will be managed by a Board of Trustees. The Board of Trustees shall consist of a maximum of five members of the Society nominated by the Council for a period of four years and shall devote special attention for drawing time-bound developmental programme for the Society.

#### **21.0 Annual Session of the Society**

21.1. The Annual Session of the Society shall be held once in a year along with the General Meeting of the Society under the management of an Organising Committee approved by the Council of the Society.

21.2. *Composition of the Organising Committee* : The elected members of the Council of the locality (Local Chapter), where the Annual Session being held, shall be the members, amongst others, of the organising committee of the ensuing Annual Session.

21.3. *Registration of Delegates* : The delegates attending the Annual Session of the Society shall be registered, on payment of fees as fixed for a particular session by the Council of the Society.

#### **22.0 The Meetings**

22.1. The Council shall meet at least twice a year, namely within three (3) months after the last Annual General Meeting and within three days before the next Annual General Meeting. Any number of meetings may, however, be called by the President whenever considered necessary.

22.2. The Executive Committee shall meet in each quarter of the year or as often as the President might decide.

22.3. *The Annual General Meeting of the Society* shall be held once a year within 9 months after the closing of the financial year. The venue of an Annual General Meeting will be decided by the Council and preferably announced at the previous Annual General Meeting.

The business of the Annual General Meeting shall be:

- (i) To confirm the proceedings of the last meeting.
- (ii) To adopt the annual report of activities of the Society.
- (iii) To adopt the audited statement of accounts of the preceding year and to approve the budget estimates of the ensuing year.

- (iv) To appoint auditors and to fix their remuneration.
- (v) To report the results of election of Office Bearers and members of the Council in the appropriate year.
- (vi) To transact all other business with the approval of the President and permissible under the Constitution of the Society.

Any amendment by the General Body to the decision of the Council on the above mentioned subjects must be supported by two-thirds of the voting members of the Society either in person or in writing.

22.4. *An Extraordinary General Meeting* of the Society may be convened at any place at the discretion of the President upon receiving a requisition signed by at least 40 members in good standing of the Society. The requisition will clearly state the purpose for calling such a meeting and be sent to the Hon'y Secretary at least two months before the date of holding such a meeting. An Extraordinary General Meeting will discuss only the purpose for which it was called and no other item of discussion will form an item on the agenda.

#### **23.0 Notices**

Notices for all meetings shall be sent under Certificate of Posting. Non-receipt of any such notice by any member shall not, however, invalidate the proceedings of the meetings.

- (i) For a General Meeting, a clear one month's notice shall be given.
- (ii) For an Extraordinary General Meeting, a clear one month's notice shall be given.
- (iii) For a meeting of the Council, a clear fifteen days' notice shall be given.
- (iv) For a meeting of the Executive Committee, a clear seven days' notice shall be given.

#### **24.0 Local Chapters**

24.1. A Chapter of the Society may be opened at any locality under the following conditions and after obtaining permission from the Council.

24.1.1. Application for permission to form a Local Chapter shall be made to the President and shall be signed by at least twenty members of the locality to be served thereby. The application shall indicate the geographic boundaries of the region proposed to be served.

24.1.2. The delineation of area of the proposed Local Chapter shall be decided in the context of the concentration of professional and practitioner of ceramics as also of ceramic plants rather than any other consideration. The specific name of the Chapter shall accordingly be chosen by putting appropriate prefix to the locality including the vicinity to be served. A member will have the option to belong to any Chapter irrespective of his/her place of posting/residence.

24.1.3. Every Chapter shall have an Executive Committee of management which will include, at least a Chairman, a Secretary, a Treasurer, and three members all of whom shall be elected by the local members eligible for voting.

The Chairmen of Active Chapters shall be invitees in all the meetings of the Council.

24.1.4. The Local Chapters shall follow the guidelines, as the Council may provide from time to time. The present guidelines shall be as given under Bye-Laws.

24.1.5. The Secretary of a Local Chapter shall each year, prior to September 30, submit an annual report covering the activities of the Chapter during the previous year, to the Hony Secretary of the Society. The report shall include a financial statement for the year, number of meetings held, list of members on the roll and such other information as are necessary to project the activities of the Chapter.

24.1.6. All the subscriptions received from the members of a Chapter shall be deposited with the Parent Body.

The revenue of a Chapter shall form the general fund of the Chapter and all its properties and incomes whatsoever derived therefrom shall be applied solely for or towards the promotion of the objectives of the Society. Under no pretence whatsoever, including dissolution of the Chapter, shall any such property, income or revenue be paid or transferred, directly or indirectly, by way of dividend or bonus or otherwise by way of profit to the members of the Chapter, but shall be reverted to the Parent Body.

Any surplus amount lying unutilized with Local Chapter shall be refundable to the Parent Body for utilizing towards specific purposes of development.

24.1.7. The provisions of the Constitution of the Society shall govern the procedure of all the Local Chapters but no action or obligation of a Chapter shall be considered an action or obligation of the Society unless carried out at the instance or approval of the Society.

24.1.8. In the event of erratic functioning or lack of activities, the Council may decide to modify or appoint an adhoc Committee to abolish the Chapter.

## 25.0 Addition or Alternation of Rules

Proposals for addition, amendment, or deletion of any of the provisions of the Constitution may be made by not

less than ten (10) members with voting rights. Such proposals along with reasons for amendments, deletion etc will be sent to the Hony Secretary who will place them before the Executive Committee for opinion and recommendation to the Council. No addition, alteration or deletion will be considered as approved by the Council unless adopted by a clear two-thirds majority of the total votes of the Council either in person or in writing. The Council's decision in the matter will be placed before an Extraordinary General Meeting of the Society to be specially convened by the President for this purpose and after its approval its decision will be incorporated in the Constitution.

## 26.0 Records

Reports and Memoranda of the Society will be the property of the Society and shall not be utilized, reproduced or printed without the prior permission of the President. However, all correspondence not of general interest to the Society and more than three years' old would be destroyed after the approval of the Executive Committee.

## 27.0 Copyright

Each paper presented to the Society and accepted for reading or publication in full or in abstract shall be the property of the Society. The Council shall have authority to release or surrender the rights of the Society in respect of any such paper or the copyright thereof.

## 28.0 Dissolution of the Society

The Society may be dissolved by an Extraordinary Resolution passed at an Extraordinary General Meeting, specially called for this purpose by giving proper notice to all the members of the Society, by a clear two-thirds majority of the total membership excluding the Honorary Members, if any, either in person or in writing. Such a resolution could be placed only by the authority of the Council and will require to be moved by the President. If after such winding up there remains with the Society, after paying all the debts and liabilities, any property, or funds whatsoever, the same shall be distributed or transferred to some other organisation with similar objectives or to any other approved charitable Society or Institution according to the decision of the two-thirds clear majority votes of Council.

**THE INDIAN CERAMIC SOCIETY  
BYE-LAWS**

Registration No. 52 of 1945-1946 under  
Uttar Pradesh Societies Registration Act, 1860  
(with UP Societies Registration Rules 1976)

**5.0 Membership**

5.1. Any person or Company who is engaged in the profession and practice of ceramics or allied activities in a responsible position shall be eligible to become member of the Society.

5.2. Membership of the Society under different categories and the rates of subscription for each category shall be decided by the Council and become operative after approval at the Annual General Meeting of the Society.

The candidature of different categories of membership shall have to be proposed and seconded by members of good standing. For the present, the different categories of membership shall be as follows :

*Honorary Members, Members, Life Members,  
Corporate Members and Student Members."*

Rates of subscription of different categories of  
Membership for the present shall be as follows :

| Category of Membership                 | Admission Fee (Rs.) | Annual Subscription (Rs.) |
|--|---------------------|---------------------------|
| Honorary Member                        | —                   | —                         |
| Life (one time payment)                | 200.00              | 200.00                    |
| Life (one time payment by compounding) | —                   | 2500.00                   |
| Corporate (large & medium scale unit)  | 1500.00             | 1250.00                   |
| Corporate (small scale unit)           | 500.00              | 2500.00                   |
| Student                                | —                   | 750.00                    |
|  |                     | 100.00                    |

The Membership may be renewed after clearance of arrears or by payment of admission fee and subscription for the current year, as if enrolled as a fresh member.

5.3. *Register of Members* : The Society shall maintain at its Headquarters a Register of Members which shall contain their names, addresses, occupations, date of admission to membership and if any one ceases to be member, the date on which such cessation occurs and kept open for the members of different categories of the Society who may inspect and take copies of the register after seven (7) days' notice in writing.

5.4. The mode of election, qualification and entitlement of members of different categories shall be as follows:

5.4.1. *Honorary Members* : The Honorary Members shall be persons who may or may not by themselves be members of the Society and who by virtue of their

outstanding contributions to subject of interest to the Society are elected to such membership by the Council.

The Honorary Members shall be exempted from the payment of Annual Subscription and Registration fee at Annual Sessions of the Society. They shall be entitled to receive one copy each of the periodic publications of the Society but shall not hold any office of the Society.

Honorary Members who shall be elected from some category or others of the members of the Society shall continue to have voting rights and those elected from outside the Society shall have no voting right.

There shall be a Committee for electing Honorary Members which will consist of five (5) members, two of whom must be past Presidents of the Society. The President shall be the Chairman. This Committee will be responsible for recommendation to the Council the names of person or persons suitable for such recognitions and for framing rules in this regard from time to time for consideration of the Council. Every member of the Society shall have the privilege of proposing the name of one person for election to the Honorary Membership.

Their number shall be decided by the Council.

5.4.2. *Members* : Membership shall be restricted only to individuals who are or had been in the profession and practice of ceramics and allied subjects in a responsible position and pursuing the objectives of the Society as embodied in this Constitution.

5.4.3. *Life Members* : Any person fulfilling the qualifications of a Member can become a Life Member of the Society by paying a sum as determined from time to time by the Council and General Body of the Society.

5.4.3.1. A Member holding continuous membership in the Society for 20 years may compound future payment of subscription towards Life Membership of the Society by paying a lumpsum amount to be decided by the Council and the General Body, and shall thus deemed to be a Life Member of the Society.

5.4.3.2. A Member falling short of the requisite number of years may become a Life Member by paying the usual subscription for those years in addition to the sum stipulated for compounding.

5.4.3.3. A Member holding continuous membership in the Society for 30 years and having attained the age of 65 and not associated with active wholtime service in any organisation shall not be required to pay subscription any more and shall automatically become a Life Member.

5.4.4. *Corporate Members* : There shall be two classes of membership under this category, namely, one under large and medium scale and the other under small scale.

5.4.4.1. *Large and Medium Scale Unit* : Corporate Members under this category shall include a Firm and Institution or such other organisations, interested in the objectives of the Society, shall on admission and payment of dues of the Society have the right to nominate two persons to act as its representatives and both the representatives shall have the right to attend meetings of the Society, to vote and generally to exercise all the rights and privileges conferred on the members of the Society.

5.4.4.2. *Small Scale Unit* : Corporate Members under this category shall include only the units under SSI, interested in the objectives of the Society, shall on admission and payment of dues of the Society have the right to nominate two persons to act as its representatives and both the representatives shall have the right to attend meetings of the Society, to vote and generally to exercise all the rights and privileges conferred on the members of the Society. They shall be required to produce "Certificate of Registration under SSI" as a supporting evidence.

The membership of such representatives shall cease within 15 days of receipt of a written communication from the Corporate Members expressing their desire to withdraw the membership of their nominee or nominees. After such representatives have ceased to be members, the Corporate Member will have the right to nominate another person or persons as substitute or substitutes. The Council shall have the right to disallow a nominee of a Corporate Member to be a member of the Society whereupon the Corporate Member shall nominate another person subject to the approval of the Council.

A Corporate Member shall be entitled to receive free of charge one copy of the Journal and other non-priced publications of the Society.

5.4.5. *Student Members* : Student Membership shall be confined to bonafide students of recognised Institutions engaged in the study of ceramics and allied sciences.

Their applications should be proposed by the Principal or Head of the Department of the respective Institutions".

### 13.0 Elections of Council Members and Office Bearers

"13.1. All the sixteen (16) Members of the Council of the Society shall be elected by Postal Ballot by the members of the Society (with voting rights) according to the procedure and mode described in Bye-Laws.

13.1.1. *Zonewise Distribution of Seat* : The distribution of 16 elected members as stated above will, as far as possible, be made in a manner so as to cover the various spheres of activities of the Society and also different zones of the country. The exact distribution will be decided by the Council and will be made known to the members while inviting nominations for election to the Council.

13.1.2. Members without voting rights shall not be nominated for any elective post.

13.1.3. Any member eligible to stand for election, however, shall not nominate himself.

13.2. The Office Bearers shall be elected by: (a) sixteen (16) newly elected members of the Council, (b) all the past Presidents, (c) the six (6) retiring Office Bearers and (d) two (2) representatives (namely, Vice-Chancellor and Head of the Department of Ceramic Engineering) of the Banaras Hindu University.

Any member eligible to stand for election of Office Bearers shall not consent for more than one office.

13.3. The President shall hold office for a term of two years and shall not be re-elected.

13.4. The Vice-President shall hold office for a term of two years and shall take over charge as President on the expiry of term of the existing President.

13.5. The Hony Secretary, the Hony Joint Secretary, the Hony Treasurer and the Hony Editor shall be elected for a term of two years and will be eligible for re-election, but not exceeding three consecutive terms and must stand down after such a period at least for one term before being considered eligible for re-election.

13.6. The Members of the Council shall hold office for a term of two years. Every member shall be eligible for re-election for another two successive terms but thereafter must stand down for at least one term before seeking re-election."

The schedule of election of the members of the Council in the appropriate years will be decided by the Executive Committee. Inviting nominations, consent/withdrawal of the nominees, issuing of ballot papers etc will be looked after by the Hony Secretary. The mode of election of the members of the Council and Office Bearers in the appropriate years, however, shall be as follows :

- (i) Issuance of circular inviting nominations.
- (ii) Consent/withdrawal from the nominees.

[ to be completed preferably  
within six weeks]

(iii) After scrutiny of the nomination papers to the satisfaction of the President, the ballot papers duly signed by him will be issued.

[within two weeks]

(iv) The ballot papers are to be returned to reach the President at the stipulated date.

[within four weeks, after the date of issue]

(v) A panel of scrutinizers consisting of the President or his nominee and two other members nominated by the President from amongst the members of the Society, who are not themselves candidates for election, will open the ballot papers, prepare a tabulated statement and sign it in the presence of the President or his nominee.

The President may co-opt members to assist the panel of scrutinizers for counting votes.

At least two scrutinizers, one of whom must be the President or the Vice-President will have to be present to check and count the ballot papers.

The contestants or their nominees, however, will be allowed to be present as observers.

[counting within five days from the last date of receipt of ballot papers]

(vi) The election results of the newly elected members of the Council will be communicated to the candidates within seven days of the counting of votes.

(vii) Nomination for election of the Office Bearers shall be invited from: (a) sixteen (16) newly elected members of the Council, (b) all the past Presidents, (c) the six (6) retiring Office Bearers and (d) two (2) representatives (namely, Vice-Chancellor and Head of the Department of Ceramic Engineering) of the Banaras Hindu University.

[within seven days]

(viii) Consent/withdrawal from the nominees.

[within ten days]

(ix) After scrutiny of the nomination papers to the satisfaction of the President, the ballot papers duly signed by him will be issued.

[within seven days]

(x) The ballot papers are to be returned to the President at the stipulated date.

[within three weeks, after the date of issue]

(xi) The ballot papers will be scrutinized by a panel of scrutinizers appointed by the President. They will check, count the ballot papers, prepare a tabulated statement and sign it in presence of the President or his nominee.

The contestants or their nominees, however, will be allowed to be present as observers.

(xii) The results will be announced in the ensuing Annual General Meeting.

Under special circumstances, the President will have the authority to make alteration in the above schedule but in no case less than ten days' notice shall be given for either nominations or return of ballot papers.

## 24.0 Local Chapters

24.1 A Chapter of the Society may be opened at any locality under the following conditions and after obtaining permission from the Council.

24.1.1 Application for permission to form a Local Chapter shall be made to the President and shall be signed by at least twenty members of the locality to be served thereby. The application shall indicate the geographic boundaries of the region proposed to be served.

24.1.2. The delineation of area of the proposed Local Chapter shall be decided in the context of the concentration

of professional and practitioner of ceramics as also of ceramic plants rather than any other consideration. The specific name of the Chapter shall accordingly be choosing appropriate pre-fix to the locality including the vicinity to be served. A member will have the option to belong to any Chapter irrespective of his/her place of posting/residence.

24.1.3. Every Chapter shall have an Executive Committee of management which will include, at least a Chairman, a Secretary, a Treasurer, and three members all of whom shall be elected by the local members eligible for voting.

The Chairmen of Active Chapters shall be invitees in all the meetings of the Council.

24.1.4. The Local Chapters shall follow the guidelines, as the Council may provide from time to time. The present guidelines shall be as given under Bye-Laws.

24.1.5. The Secretary of a Local Chapter shall each year, prior to September 30, submit an annual report covering the activities of the Chapter during the previous year, to the Hony Secretary of the Society. The report shall include a financial statement for the year, number of meetings held, list of members on the roll and such other information as are necessary to project the activities of the Chapter.

24.1.6. All the subscriptions received from the members of a Chapter shall be deposited with the Parent Body.

The revenue of a Chapter shall form the general fund of the Chapter and all its properties and incomes whatsoever derived therefrom shall be applied solely for or towards the promotion of the objectives of the Society. Under no pretence whatsoever, including dissolution of the Chapter, shall any such property, income or revenue be paid or transferred, directly or indirectly, by way of dividend or bonus or otherwise by way of profit to the members of the Chapter, but shall be reverted to the Parent Body.

Any surplus amount lying unutilized with Local Chapter shall be refundable to the Parent Body for utilizing towards specific purposes of development.

24.1.7. The provisions of the Constitution of the Society shall govern the procedure of all the Local Chapters but no action or obligation of a Chapter shall be considered an action or obligation of the Society unless carried out at the instance or approval of the Society.

24.1.8. In the event of erratic functioning or lack of activities, the Council may decide to modify or appoint an adhoc committee to abolish the Chapter."

All provisions of Memorandum of Association and Regulations shall be applicable to the Local Chapters of the Society.

The Guidelines for the Local Chapters, for the time being, shall be as follows:

1. A Chapter shall maintain a register of the members enrolled by them which shall contain their names, addresses, occupations, date of admission

to membership and if any one ceases to be member, the date on which such cessation occurs and kept open for the members of different categories of the Chapter who may inspect and take copies of the register after seven (7) days' notice in writing.

2. The major activities of a Chapter for the following year shall be intimated to the Parent Body, in advance, preferably before the Annual General Meeting, in order to formulate a well-coordinated programme of activity of the Society.
3. The raising of funds by a Chapter towards furtherance of the activities of the Chapter, by way of donations, advertisements, publications etc or from any other means shall be made under intimation to the Parent Body.
4. Organisation of Seminar, Symposium, Conference, Meeting, Workshop etc of international nature shall require approval of the Society.
5. The Proceedings of all the meetings of a Chapter shall be forwarded to the Parent Body for record.
6. The financial year of a Chapter shall be the same as followed by the Parent Body.
7. The Executive Committee of the Local Chapters shall serve for a term of two years, in keeping with the practice of the Parent Body. It shall be only elected in a general meeting to be held every alternate year for this purpose.
8. Annual General Meeting of a Chapter shall be held following the provisions as embodied in the Constitution of the Society.
9. The submission of the annual statement of accounts only shall entitle a Chapter to receive the amount refundable from the Society. Up to the maximum extent of 25% of the total subscription received from the members of a Local Chapter may be refundable to the Chapter for expenditure on specific activities. The Parent Body will have the authority of withdrawing reimbursement or changing the percentage of subscription.

#### 27.0 Copyright

"Each paper presented to the Society and accepted for reading or publication in full or in abstract shall be the property of the Society. The Council shall have authority to release or surrender the rights of the Society in respect of any such paper or the copyright thereof".

All papers intended to be considered for publication by the Society shall necessarily follow the *Guidelines to Authors* highlighted occasionally in the "Transactions" of the Society. The same is reproduced here for ready reference.

#### Guidelines to Authors

1. Papers intended for publication in the Transactions of the Indian Ceramic Society should be addressed to the Hon'y Editor, Transactions of the Indian Ceramic Society,

Care: Central Glass and Ceramic Research Institute, Calcutta 700 032 (India).

2. Three categories of communications are published: (i) *Papers* – critical accounts of original work, (ii) *Short Communications* – scientifically complete accounts of work of limited scope; no summary is required and (iii) *Technical Articles* on raw materials characterization, industrial materials development, testing and analytical techniques and plant experiences.

*Reviews* of published work are accepted, if they are interpretative in character and present new ideas that advance the state of knowledge of the subject. Survey of literature in review papers must be thorough.

Submission of a paper implies that the results reported have not been published or submitted for publication elsewhere. Papers, however, accepted for publication only after proper reviewing.

3. *General Presentation* : Introductory material, including a review of the literature, should not exceed what is necessary to indicate the reason for taking up the work and the essential background. Description of techniques and equipment should generally be included in short in the experimental section of the paper. If possible, results and discussion may not be intermingled; the discussion should be restricted to logical interpretation as a basis for conclusions supported by the results. Information density must be high, and verbose and roundabout expression should be avoided.

4. Typescripts with double spacings on one side of the paper leaving enough margin in the left hand side are to be submitted in duplicate. References, tables and captions to illustrations are to be typed in separate sheets.

5. An abstract for a paper and an article is to be provided at the beginning which should be brief indicating scope of the work and principal findings. It should not normally exceed 200 words.

6. Tables should be numbered with Roman numerals in the order in which they are referred to in the text. Each table should be accompanied by a title which makes the information intelligible without reference to the text.

The number of columns should be kept to a minimum. Long column heading should be avoided by the use of explanatory footnote indicated in the table by superscript letters. Presentation of same data in tabular and graphical form is not desirable; in all such cases the graphical form is preferred.

7. *References* : The author is responsible for accuracy. Literature reference should be in separate sheets at the end of the paper in the order in which they appear and are numbered in the text.

Each reference should give the following information in the sequence set out below :

(i) *Papers, Conference Proceedings etc* :

Banerjee, J. C., De, S. K. and Nandi, D. N., "Diaspore as a Refractory Raw Material," *Trans. Ind. Ceram. Soc.*, 25(3) 80-85 (1966).



Gielisse, P. J. and Stanislav, J., pp. 5–34 in *Proceedings of the Symposium on the Science of Ceramic Machining and Surface Finishing*, Eds. S. J. Schneider (Jr) and R. W. Rice, National Bureau of Standards (US) Special Publication, No. 348 (1972).

(ii) *Books*:

Shand, E. B., *Glass Engineering Handbook*, 2nd edn, pp. 38–42, McGraw-Hill Book Co, New York (1958).

Brindley, G. W., in *The X-ray Identification and Crystal Structure of Clay Minerals*, p. 242; Ed. G. Brown, Mineralogical Society, London (1961).

Kingery, W. D., "The thermal conductivity of ceramic dielectrics," pp. 182–235 in *Progress in Ceramic Science*, Vol. 2, Ed. J. E. Burke, Pergamon Press, London (1962).

8. Mathematical formulae should be written carefully in the exact form in which they are to be printed. Care should be taken to distinguish between capital and small letters and subscripts and superscripts. A zero should be used before decimals (0.231, not .231). Fractional exponents should be used instead of root sign

9. Diagrams are to be drawn with black ink on white tracing paper and numbered with Arabic numerals. Legend preferably should not duplicate information in the text. The number of diagrams and photographs should not be more than is absolutely necessary. Co-ordinate paper should not be used. Drawings should be suitable for reduction to column width, either 17.5 or 8.5 cm. Lettering should be large enough to be approximately 2mm high after reduction.

10. Photographic prints should be unmounted, and must be of highest quality on glossy paper with a full range of tones and sharp contrast. Details in a photograph, which must be more clearly shown, should be indicated on an overlay; this is particularly important with photo- and electron-micrographs. Prints of X-ray powder photographs should be avoided; line diagrams showing d-spacings (or  $2\theta$  values with peaks of the lines representing intensities) should be submitted instead.

11. Thirty copies of reprints will be supplied free. Additional copies can be ordered for.