

# Indian Association of Soil and Water Conservationists

Established 1971, Regd. No. 25186/73

218, Kaulagarh Road, Dehradun – 248195, Uttarakhand, India

## BYE-LAWS

**L-1.0 Definitions:** For all purpose of interpretation, following words and expressions used in the constitution and bye-laws of the Association shall have the meaning as explained below unless it is inconsistent with the relevant text.

- a. "Association" means Indian Association of Soil and Water Conservationists (IASWC)
- b. "Office" means registered office of the Association.
- c. "Member" means member of the Association with voting rights.
- d. "Chapter" means duly constituted chapter of the Association.
- e. "Council" means Executive Council.
- f. "Month" means Gregorian Calendar Month
- g. "Year" means the year beginning from January 1 and ending on December 31 of the same year.
- h. "Annual subscription" means subscription for one year.
- i. "Term" means, a two year period for holding an office by the elected members and office bearers, from January 1 of the year following the election.
- j. "NRCM" means Natural Resource Conservation and Management.

### **L-2.0 Registered office: (Newly proposed)**

L-2.1 The office of the Association shall be located at the Indian Institute of Soil & Water Conservation, Dehradun. This shall be the official address of the Association.

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

### **L-3.0 Aims and Objectives:**

L-3.1 To promote and disseminate the knowledge, practice and research in the science and technology of Natural Resource Conservation and Management.

L-3.2 To encourage free exchange of ideas amongst those contributing to the advancement of Natural Resource Conservation and Management by organizing symposia, lectures and bringing out literature, etc.

### **L-4.0 Patron: (Newly proposed)**

L-4.1 Director, Indian Institute of Soil and Water Conservation shall be the ex-officio Patron of the Association.

### **L-5.0 Membership:**

L-5.1 The Association shall have the following category of member (i) Honorary fellows, (ii) Fellow, (iii) Members, (iv) Life members, (v) Foreign members, (vi) Institutional members, and (vii) Sustaining members.

#### **L-5.10 Member**

L-5.11 A person associated with research or teaching or planning and execution of Natural Resource Conservation and Management having a graduation degree is eligible to apply on a prescribed form (Annexure-II) and being ratified by the Council after paying requisite fee shall become a member of the Association.

### **L-5.20 Life member**

- L-5.21 Any person eligible to apply for membership may choose to apply for being a life member after paying requisite fee. If approved by the Council, he will become life member of the Association. Anyone who has been a continuous member for 5 years can opt to become life member by paying the remaining dues as required for life members.
- L-5.22 A Life Member shall be entitled to the same rights and privileges throughout his active life or till that time when mails are returned for three consecutive times for want of correct address.
- L-5.23 If a Life Member moves outside the country, he will have to pay annually the difference between the dues payable by a foreign member and a member for continuing the membership. He will be treated as foreign member.

### **L-5.30 Foreign members**

- L-5.31 Any person who is residing outside India and is otherwise eligible to become a member can be enrolled as a foreign member. A foreign member would have the same privilege except the right to vote.

### **L-5.40 Institutional member**

- L-5.41 Any institution or a recognized statutory body, a department of Central and State Government or a registered commercial or industrial undertaking having interest in soil and water conservation and allied fields shall be eligible to become Institutional member after paying requisite fee.

### **L-6.0 Rights and Privileges of the members**

Members shall be entitled to the following rights and privileges:

- a. To be present and vote in General Body meeting of the Association and also exercise their votes in response to a ballot paper.
- b. To participate in all technical meetings of the Association.
- c. To propose names of candidates for the elected Council members and office bearers of the Association and to vote in election of the Association.
- d. To fill any office of the Association on being elected.
- e. To have access to the library and office of the Association and to receive bulletins, Journals and other publications issued by the Association on terms and conditions as laid down by the Council.
- f. To accept consultancy project etc. on behalf of Association with prior approval of EC.

### **L-7.0 Subscription:**

- a. Membership fee for any year shall become due on first day of the year.
- b. Life members shall become member only after paying full fee in not more than two installments,
- c. Each member shall pay requisite amount of admission fee as approved by the Council from time to time.
- d. Fee once paid is not refundable.

### **L-19.2 Rates of subscription**

<b>Individuals</b>	<b>India (Rs.)</b>	<b>Foreign (US \$)</b>
Annual	500	100
Life	2500	600
<b>Libraries and Institutions</b>		
Annual	1500	200
10 years	12000	2000
<b>Online</b>		
Institutional (Annual)	1200	200
Single copy /Article	600	100

Payment should be made by crossed bank draft in favour of Indian Association of Soil and Water Conservationists, payable at Dehradun. Back issues of the Journal are also available for sale.

**L-8.0 Executive Council:** The scope of the Executive Council shall be:

- a. The affairs of the Association shall be managed by an Executive Council consisting of 8 office bearers, 5 elected zonal representatives and ex-officio members. (Immediate Past President and Secretary).
- b. Quorum for council meetings shall be 6.
- c. A vacancy occurring in the Council shall be filled by The Council within four months of the occurrence.
- d. The decision taken by the Secretary in emergency shall be ratified by the Council during next meeting.
- e. To receive funds by way of subscription, donation, grants gifts, consultation fee, advances for undertaking projects etc.
- f. To administer funds of the Association.
- g. To give grants, awards, prizes, subscription and incur expenditure for conducting the business of the Association.
- h. To enroll all categories of members except honorary fellows, Council will nominate honorary fellows for approval by General Body.
- i. To prepare annual accounts and annual report of the Association.
- j. To appoint sub-committees, panels editorial boards, task forces etc. from amongst the members.
- k. To take cognizance of any matter affecting the Association.
- l. To appoint full time or part time salaried or honorary staff or hire premises and infrastructure for proper functioning of the office of the Association.
- m. To enter into collaboration and/or reciprocal membership with any other similar organization, institution and society and to accept or offer financial help to such organization in the interest of the Association.
- n. To accept resignation of an office bearer and make alternative arrangement.
- o. Members of the Council shall meet at least twice in a year.
- p. The members of the Council or duly appointed subcommittees shall not be liable in respect of any act done on behalf of the Association.

**L-9.0 Office Bearers:**

- L-9.1 Office bearers of the Association shall be the President, two Vice Presidents, Secretary, Joint Secretary, Treasurer, Business Manager, Chief Editor, Executive members, 5 Zonal representatives and one nominee from each Chapter.
- L-9.2 All office bearers shall be eligible for re-election.
- L-9.3 Council shall be elected according to the provision in para 12.0.
- L-9.4 Any office bearer or any other member shall not receive directly or indirectly any salary compensation or emoluments from the Association except those authorized by the Council.
- L-9.5 President, Vice-President (i), Secretary, Joint Secretary, Treasurer, Business Manager and Chief

Editor shall be elected from members located at Dehradun.

**L-10.0 Responsibilities of the office bearers shall include the following:**

- a. President:**  
Shall preside at all the meetings of the Association and act as Chairman of the Council. Whenever necessary, the President shall delegate his power to any of the Vice Presidents.
- b. Vice Presidents:**  
Shall assist the President in all matters. In the absence of the President at any meeting of the Council or Association, one of the Vice Presidents shall perform the duties of the President.
- c. Secretary:**
  - i) Shall be Head of Office of the Association and be incharge of all correspondence and records of the Association.
  - ii) Convene all meetings with the prior concurrence of the President and keep a record of the proceedings of such meetings and circulate it to the members.
  - iii) Execute the programs and action decided by the Council.
  - iv) Carryout all financial transaction on behalf of the Council.
  - v) Shall be responsible for proper maintenance and upkeep of property belonging to the Association.
  - vi) Shall sue and get sued upon all matters relating to or affecting the Association.
- d. Joint Secretary:**  
The Joint Secretary shall assist the Secretary in all matters and in the absence of Secretary or Treasurer shall perform their duties.
- e. Treasurer:**
  - i) Shall keep the accounts of the Association.
  - ii) Shall accept money and issue receipts on behalf of the Association.
  - iii) Prepare annual budget of the Association for the approval of the Council.
  - iv) Shall get the accounts of the Association audited and present it to General Body. Audited accounts be published in the Journal.
- f. Business Manager:**  
The Business Manager shall be responsible for the business affairs of the Association.
- g. Chief Editor:**  
The Chief Editor shall be responsible for editing and maintaining the technical excellence of the publications of the Association. For this, he will be assisted by an editorial board to be constituted on the recommendation of the Chief Editor by the Council.
- h. Zonal Representative:**  
They will represent their respective zones as defined in para 11 below.

**L-11.0 Chapters: (Newly proposed)**

L-11.1 The Association may approve the establishment of a Chapter in response to a request by at least 5 life members and 20 members from a zone. On transfers, change of address shall be communicated to the Association. Five Regional Chapters may also be established with at least 200 members in each Chapter.

L-11.2 Chapters shall be grouped on a zonal basis (L-11.3) for representation in the Council.

L-11.3 There shall be five zones as follows:

**Eastern zone:** Bihar, Jharkhand, Odisha, Andman Nicobar Islands (UT), West Bengal, Sikkim, Arunachal Pradesh, Assam, Nagaland, Meghalaya, Manipur, Tripura, Mizoram.

**Western zone:** Rajasthan, Gujarat, Maharastra, Goa, Daman and Diue (UT).

**Northern zone:** Uttar Pradesh, Himachal Pradesh, Uttarakhand, Jammu & Kashmir, Punjab, Chandigarh (UT), Delhi, Haryana.

**Southern zone:** Andhra Pradesh, Tamil Nadu, Karnataka, Kerala, Pondicherry (UT), Lakshadweep

Islands (UT).

**Central Zone:** Madhya Pradesh, Chhatisgarh.

**However, within the proposed zones more than one Chapter may be operated depending on the total membership criteria.**

L-11.4 Each chapter shall have formal recognition by the Council. There can be State level chapters in a zone.

L-11.5 a. Each chapter shall conduct its affairs in accordance with the constitution of the Association.

b. All funds realized by the chapter shall be deposited with the Treasurer of the Association with a demand slip of the chapter share which shall be 50% of the annual income and 50% of the interest of the long term deposits. Payment shall be made by the Treasurer after recovering seed money or advances made to the chapter.

c. Office bearer shall include a Zonal Chairman, Secretary and Treasurer elected once in two years. Strength of the office bearers and contractual staff can be increased with the approval of the Council.

d. Each chapter shall hold the meeting of the members as and when required and shall submit an annual report along with the proceedings of such meetings and financial statements including audit report etc. to the Secretary of the Association at the close of the year. The main activities to be undertaken by the Chapters are :

to arrange lectures on current topics in NRCM;

to organize workshops/brainstorming session on important topics in NRCM;

to undertake public awareness exercise on popularization of science;

to publish a directory of members in their respective towns/regions;

to bring out periodicals/newsletters; and

to undertake schemes for recognizing and motivating young scientists in the field of NRCM.

L-11.6 Association may decide to close a chapter by giving three months notice. All rights to funds and properties of the chapter in that case would automatically vest with the Association. All members would continue to be member of the Association.

## **L-12.0 Election and Nominations**

L-12.1 Procedure to elect members of the Council should be as follows:

a. The Council shall appoint one Returning Officer from amongst the members, who is not a member of the Council before 6 months the term of existing Council expires i.e. by July 1.

b. Election program shall be announced through publication in the Journal or by communication to the chapters and members of the Council.

c. Nomination papers in prescribed form shall be filed with written consent of the candidate for membership of the Council to hold any office of the Association by August 14 or thereafter in case of a holiday. Nomination papers received through fax, postal services, couriers, e-mails etc. must reach to the returning officer before this date.

d. Electoral College shall consist of all fellows, life members, all annual members as on June 30. The Secretary shall send the list of voters to returning officer before the start of electoral process. This list thus sent shall be final.

L-12.2 The Returning Officer shall complete the election process as per following calendar:

a. Circular announcing the election and calling for nomination : 15<sup>th</sup> August

b. Last date for nominations : 14<sup>th</sup> September

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| c. Scrutiny of nominations and informing candidates | : 30 <sup>th</sup> September |
| d. Last date for withdrawal                         | : 15 <sup>th</sup> October   |
| e. Printing of ballot papers and dispatch           | : 1 <sup>st</sup> November   |
| f. Last date for receipt of Ballot papers           | : 15 <sup>th</sup> December  |
| Last date for counting and announcement of result   | : 25 <sup>th</sup> December  |

L-12.3 The Council shall nominate a member arising from any vacancy.

**L-13.0 Publications: (Newly proposed)**

- L-13.1 The Association shall publish a regular journal named “Indian Journal of Soil Conservation (IJSC)” at least three times during the year (April, August and December). For this purpose, an editorial board be constituted by the Council on the advice of the Chief Editor. As far as possible, members of editorial board shall represent the disciplines involved in soil and water conservation. It will also bring out literature/ publications from time to time helpful in promoting its aims and objectives.
- L-13.2 It should be aimed that major changes are not made and continuity is maintained.
- L-13.3 All the authors should be the members of the Association.
- L-13.4 Papers shall be received by the Chief Editor and acceptance letter be issued by him.
- L-13.5 All papers should conform to the guidelines of the Journal subject to periodical review.
- L-13.6 All publications of the Association shall be edited by the Chief Editor before print order.
- L-13.7 Five copies of the Journal shall be kept for permanent record in a volume wise bound form.
- L-13.8 May also bring out any other publication as per the need with the prior approval of the EC.

**L-14.0 Recognition and Awards: (Newly proposed)**

- L-14.1 The Association shall constitute various awards for acknowledging the pioneer work of candidates, team or professional body on NRCM. The Council shall constitute Screening Committee for recommending various awards of the Association and Secretary of the Association will be the Member Secretary. Any applicant for the award will not be member of the Screening Committee.

**L-15.0 Meeting:**

- L-15.1 Association shall hold all meetings as prescribed by the constitution and conduct them according to rules and regulations.
- L-15.2 At least 4 weeks’ notice for all General Body meetings and 2 weeks’ notice for all other meetings shall be given to the concerned members. The notice shall specify date, time, place and business to be transacted in the meetings.
- L-15.3 Proceedings of all the meetings shall be maintained in the office of the Association.

**L-16.0 Office and Accounts:**

- L-16.1 Office shall maintain all the registers and files as mentioned in the Annexure III.
- L-16.2 Secretary/Treasurer shall inspect the office periodically.
- L-16.3 Accounts of the Society shall be maintained according to the needs of Chartered Accountant, preferably in the double entry system.
- L-16.4 All the elected office bearers will have access to the office and give their suggestions and comments to the Secretary, if any.

**L-17.0 Finance:**

- L-17.1 All funds and properties shall be managed by the Council and money shall be deposited with scheduled bank/bank approved by the Council.
- L-17.2 Imprest money not exceeding Rs. 1000/- may be advanced to an individual for cash payment which shall be recouped by cheques on receiving the accounts.

L-17.3 The accounts of the society shall be audited by a Chartered Accountant for each year separately.

**L-18.0 Admission/Removal: (Newly proposed)**

- L-18.1 Application for admission to the different categories of members should be made to the Secretary in Form (Annexure I & II) along with the prescribed fee. Admission will be accepted by the Council.
- L-18.2 When admission is made during any time of the year, membership period shall be for the whole year. He would get the back volumes of the Journals published during the year.
- L-18.3 Notice of admission shall be sent to all categories of members together with copy of Association's Memorandum and Bye-Laws to which he shall have deemed to agree.
- L-18.4 Termination of membership shall be made by the Council on ground of disciplinary action, death, resignation or dues for more than 2 years.

**L-19.0 Admission fee/subscription: (Newly proposed)**

L-19.1 Admission fee shall be chargeable only at the time of initial admission. In case of annual members who have discontinued and want to revive their membership, arrears of payment of one year shall be chargeable instead of admission fee.

**L-20.0 Records:** The records of the Association shall be kept in proper custody and handed over and taken over by the Secretaries at the time of new Council takes over. A list of permanent records is given in Annexure III.

**L-21.0 Dissolution:** On request in writing by 40% members, life members and fellows, the Council would convene a General Body meeting to decide through ballot paper having a majority of 75% of the total votes received to dissolve the Association.

**L-22.0 General:** (a) Except where clear provisions are there in the constitution and bye-laws of the Association, provision of Societies Act, XXI of 1860 will apply to the Association. (b) In case of doubt on any matter, Government of India rules as adopted by ICAR could be referred to.

**L-23.0 Association Representative:** The Council shall have the authority to nominate representatives of the Association to serve on committees of other bodies and brief them. The representatives shall report to the Council about the business transacted during the meeting of the body concerned.

**L-24.0 Seal of the Association:** An iron/rubber seal shall be kept with the Secretary and shall be used as decided by the Secretary.