

Constitution of International Society for Energy, Environment and Sustainability (ISEES)

(Adopted on 3rd January 2014,

Modified on 9th July 2016 and 17th October 2016)

1. **Name and HQ** : The name of Society is International Society for Energy, Environment and Sustainability (ISEES). The office of the society is currently situated in Engine research laboratory, IIT Kanpur, Kanpur, Uttar Pradesh–208016, India.
2. **Affiliation:** The society is currently registered with the office of the registrar of Societies, Kanpur. The Society shall maintain its office at a place, as decided by the General Body from time to time.
3. **Aims and Objectives:**
 - i) To organize Workshops/ Symposia/ Conferences/ Lectures/ Courses for wide dissemination of knowledge to its members and society at large, in the areas related to energy, combustion, sustainability, and environment related subjects.
 - ii) To publish technical papers, monographs, books and journals in the areas mentioned above.
 - iii) Organizing events and activities for the benefits of the underprivileged in the society as per the capability of society members.
4. **(a) Memberships:**
 - i) The Society shall have the grades of Student Member, Member, Fellow and Honorary Fellow. In addition, institutions and organizations will be given Institutional or Corporate membership on payment of dues and satisfying other eligibility criteria as specified by the executive body from time to time.
 - ii) Fellow of the Society will be the highest grade of membership.
 - iii) A graduate in engineering, technology, science, social sciences, humanities or having equivalent qualification as recognized by ISEES may apply for the

membership of the Society. In case of unrecognized qualifications, ISEES executive committee (EC) will decide on the recognition of the qualifications. The same shall be updated in the membership documentation from time to time. Award of membership shall be at the sole discretion of the EC.

- iv) A member may withdraw permanently from the membership of the society at any time by giving a notice in writing to the secretary. In such cases, neither partial nor full refund of membership fee shall be done under any circumstances. There shall not be any exception to this provision.
- v) The membership of any student member/ member/ fellow can be withdrawn by ISEES EC in case of unethical, immoral and criminal conduct of the individual concerned. Any action not in alignment with the objectives, interests and purpose of the society may also lead to suspension of the membership. The permanent withdrawal can only be done after an opportunity to present his/ her views to the EC has been given to the defaulting member. The decision of the ISEES EC in this regard shall be final and irrevocable in all such cases.

4. (b) Fellow/ Honorary Fellow:

- i) To recognize its members, for their significant contributions to the field and to the Society, the Society can elect them to Fellow grade.
- ii) At least two nominations highlighting the contributions of the nominee by the members of EC/ Fellows/ Past Chairmen shall be required for consideration of upgradation to Fellow grade membership.
- iii) EC of the Society shall evaluate all such nominations and upgrade the suitable nominees to the fellow grade, based on the merit of each case individually.
- iv) Only existing members with at least one year membership without any dues can be considered for upgradation to Fellow grade membership. Non-members can only be given honorary Fellow grade by invitation. All such invitations have to be made by chairman of ISEES after due of approval by EC by at least two-third majority.
- v) The newly elected fellows and honorary Fellows shall be honored in an appropriate event organized by the Society.

4 (c) *ISEES membership fee structure*

	Type of membership	Annual Membership Fee	Five-Year Membership Fee	Life Membership Fee (For 10 Years)
India/ SAARC Countries	Student Members	A	--	--
	Member/ Fellow	2A	5A	10A
	Corporate	10A	--	50A
	Honorary Fellow	0	0	0
USA, Europe and Developed Countries	Student Members	B (US\$)	--	--
	Member/ Fellow	2B	5B	10B
	Corporate	10B	--	50B
	Honorary Fellow	0	0	0
		The ratio of A and B will depend on relationship between INR and US\$ after taking into account the PPP (between India and USA).		

- i) The value of “A” and “B” in the table given above will be decided every year, by the EC before the beginning of a calendar year (CY) and shall be applicable in that CY.
- ii) The annual membership will be for a given CY, starting 1st January, and ending on 31st December of the same year.
- iii) The annual membership dues, if not paid for one year, shall lead to automatic termination of all grades of membership, including Fellows. Membership can be restored within one year of automatic termination, subject to payment of all dues, however this is solely at the discretion of ISEES EC.

4. (d) **Privileges of Membership:**

A member whose subscription is paid up to date shall be entitled:

- i) To be notified of all relevant activities of the Society.
- ii) To vote at all Annual General Body Meetings (AGBM) and special meetings of the Society and voting (online/ ballot) on various issues including elections and referendums.
- iii) Reduced registration fee in the events organized under the banner of the Society.
- iv) Receive a copy of the proceedings of the meetings (to the corporate members only).
- v) To be included in a directory of experts along with the domain expertise to be published by the ISEES from time to time.
- vi) Corporate members will be able to send two delegates free/ subsidized rates to the events organized by the Society. They will also get partial fee waiver in the advertisement published in the society newsletters/ literature/ ISEES website.

4. (e) Awards and Recognition:

ISEES EC can institute awards and honours from time to time:

- i) to encourage scientific work and thought process among its members.
- ii) to recognize its members, for their significant contributions to the field and to the Society.
- iii) to recognize non-members, who have made significant contributions to the field and to the society at large, by electing them to “Honorary Fellow”.
- iv) To recognize and honour young engineers and scientists for their significant contributions to the field.

5. (a) Office Bearers:

- i) The office bearers of the society shall be a Chairman, a Vice-Chairman, a Secretary, a Joint Secretary and a Treasurer.
- ii) The term of EC shall be two years. However All the office bearers (Chairman, a Vice-Chairman, a Secretary, a Joint Secretary and a Treasurer) shall hold office until their successors are elected.
- iii) Chairman, Vice-Chairman and Secretary shall not hold the same office for more than three consecutive terms.

5. (b) Executive Committee:

- i) The Society shall be managed by an Executive Committee (EC) consisting of all the office bearers and 4 elected members.
- ii) The EC may co-opt other members, as it may deem fit. This does not need the approval of the GBM. Co-opted member do not have right to vote in EC.
- iii) The decisions of EC shall be made by majority vote and four voting members shall constitute a quorum.
- iv) The Chairman shall have, when necessary, a second or casting vote at the meetings of the EC and AGBM or special meetings.
- v) The EC shall possess and may exercise all the powers in the management and direction of the business and affairs of the Society.
- vi) The meeting of EC may be convened by the Chairman at such times and places as may be necessary to conduct the business of the Society.

5. (c) Duties of Office Bearers

I. Chairman

- i) Chairman shall be the Chief Executive of the Society. He/ She shall be responsible for general and active management of the business of the Society. He/ She shall have general supervision and direction of the other office bearers of the Society, and ensure that the duties of all officers are properly performed. He shall convene and preside over the meetings of the EC as well as the General Body and shall maintain or cause to maintain their minutes. In his absence, the Vice-Chairman shall preside at the meeting of the General Body and the EC and exercise all such powers as vested in Chairman. In the absence of the Chairman and the Vice-Chairman, the Secretary shall preside at the meetings of the General Body and the EC and exercise all such powers as vested in Chairman
- ii) Subject to the provisions of the Constitution of the society, he shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution.
- iii) In case of tie between members present in a meeting of General Body and/or EC on any agenda or issue, the Chairman or in his absence Vice-Chairman or any other person, who is presiding the meeting in his place, shall have the casting vote.

- iv) Subject to any subsisting interpretation given by the EC, the Chairman or in his absence Vice-Chairman or any other person, who is presiding the meeting of General Body or EC, shall have authority to interpret the Constitution of the Society for the purpose of conducting the meeting and deciding the questions arising at such meetings.

II. Vice-Chairman

- i) The EC or the Chairman may assign any responsibility to Vice-Chairman. In the absence of Chairman, the Vice-Chairman shall preside over meetings of the General Body and the EC and exercise all powers of the Chairman. He/ She shall also discharge the duties of the Chairman during his absence.

III. Secretary

- i) The Secretary shall look after the affairs of the Society under the supervision of the Chairman.
- ii) Secretary shall be head of the Registered Office and Head Office of the Society. He shall maintain and keep or cause to be maintained and kept all records of the Society, including register of members, elections, minutes and agenda and all other records of the meetings of the General Body, EC and committees and sub-committees constituted by General Body, EC or Chairman. He/ She shall be responsible for serving all notices and preparing agenda of the meetings and communication of minutes and reports.
- iii) He shall represent the Society in various bodies and meetings outside the Society.
- iv) He shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and EC. He shall keep the Chairman and the EC apprised of the progress made in this respect from time to time.
- v) Jointly with Treasurer, sign all cheques.
- vi) He shall also file all returns under the Societies registration Act, 1860 and rules made there-under and any other law mandating filing of returns.

IV. Joint-Secretary

- i) The joint Secretary shall assist the Secretary in his duties and assume his duties in his absence.

V. Treasurer

- i) The Treasurer shall advise the EC on financial matters, supervise all financial transactions and cause to maintain and supervise financial records of the Society. In particular, he shall deal with or take action on the following:
 - a. All financial transactions,
 - b. Receipts and expenditures of the Society,
 - c. Jointly with Secretary, sign all cheques,
 - d. Collection of membership subscriptions and dues,
 - e. Collection of grants and donations received by the Society,
 - f. Compilation of Statements of Account,
 - g. Audit of accounts and making all records available for scrutiny by the auditor,
 - h. Presenting Annual Accounts and Audit Report before the EC and in the AGBM,
 - i. Ensure that all accounts books are maintained properly and are up-to-date,
 - j. Make investment by way of fixed deposits and securities in banks in consultation with Secretary,
 - k. Filing in consultation with Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law,
 - l. Ensure that all the due payments are made to the Society and issue all necessary receipts, and
 - m. Keep the EC informed of the financial condition of the Society.

VI. Members: Four members are as follows:

- i) **Member-1:** Shall be Student / Corporate member of the Society and a resident of India.
- ii) **Member-2:** Shall be Student/ Regular/ Life Member/ Fellow of the Society and a resident of a country other than India.
- iii) **Member-3:** Shall be a Regular or Life Member of the Society and a resident of India.
- iv) **Member-4:** Shall be a Fellow of the Society.

VII. Co-Opted Members

- i) Distinguished Members/ Fellows: Shall be a Regular or Life-Member of the Society. The incoming EC shall nominate this member and his/ her term shall be co-terminous with that of the incumbent EC.
- ii) There is no limit on number of co-opted member. EC may decide the number depending on the requirement of the expertise, and EC may review such membership from time-to-time.

6. Election of Office Bearers and Elected Members of the EC

I.General

- i) All the elected posts of the EC shall be filled by elections in the General Body every alternate year.
- ii) Every member of General Body shall be eligible to be elected as Chairman, Vice-Chairman, Secretary, Joint-Secretary and Treasurer and elected members of the EC, subject to the conditions specified in Clause 5c(i) of the Constitution. A member may file nominations for only one post.
- iii) Every member of the General Body shall have one vote for each post. Vote by proxy is not permitted.
- iv) Every member of the General Body shall have the right to cast only one vote for each post, and to propose and second only one candidate for each of the elected positions of the EC.
- v) If no nominations/ insufficient nominations are received, second round of nominations and elections may be conducted at the AGM. Only in such cases, appointment of election officer, nominations, seconding, elections, and declaration of results may be done in the AGM on the same day, as per logistical convenience.
- vi) Members of the EC shall hold office until resignation or the expiry of their two-year term.
- vii) **Election Officer** - On behalf of the General Body, elections shall be conducted by an Election Officer, appointed by the outgoing EC at least 30 days in advance and not earlier than 60 of the expiry of its term. The Election Officer should not be the

member of the Society. He should be familiar with the Information and Communication Technologies (ICT).

- viii) EC shall also convene General Body Meeting or Extraordinary Meeting of General Body to obtain and adopt the election results and announce the names of elected members of the EC for the next term.
- ix) All times given in election schedule shall be Indian Standard Time. Interpretations of all the deadlines will be as per the General Clauses Act, 1897.

II. Conduct of Elections

- i) The Election Officer shall be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations, actual conducting of elections and announcement of election results in the meeting of General Body.
- ii) Preferably within seven days of his appointment, the Election Officer shall notify the schedule of elections, which shall include the dates and times of following:
 - a. Receipt of nominations in the form as approved by EC,
 - b. Publication of all the nominations,
 - c. Filing objections against the nominations and scrutiny thereof,
 - d. Decision on the objections,
 - e. Publication of valid nominations,
 - f. Withdrawal of the nominations,
 - g. Publication of final list of contesting candidates,
 - h. Voting by way of secret ballot, postal ballot and secured web portal,
 - i. Counting of votes, and
 - j. Announcement of results.

iii) Nominations:

- a. Nominations shall be invited at least three weeks in advance of the election date, by a general circular to all members and/ or by hosting it on the society's website/ email.
- b. Every nomination shall be required to be duly proposed by at least one member of the General Body and seconded by any member of the General Body other than the proposer. Each nomination shall have the consent of the nominee.

- c. No member shall nominate more than one candidate for the same post. No member shall second more than one candidate for the same post. No member, who nominates a candidate for a post, shall second another candidate for the same post. No member, who seconds a candidate, shall nominate another candidate for the same post. In case of any violation, the first entry shall be considered valid.

iv) List of Nominations, Scrutiny, Objections, Withdrawal and Final List of Contesting Candidates:

- a. Immediately next day after the closing date and time of the nominations, the Election Officer shall publish post-wise lists of all nominations for the information of the General Body and invite by giving two days, objections against validity of nominations.
- b. Two days after the expiry of time for filing objections to nominations, the Election Officer shall scrutinize all nominations and decide all the objections and notify the names of candidates, whose nominations have been found to be valid and publish the same for the information of all the candidates and the General Body. Before taking a decision on the objections, the Election Officer shall give one day notice to the candidate against whom objection has been received, to explain his/her position. After taking the decision, the Election Officer shall give two days to valid candidates for withdrawal of their nominations.
- c. Immediately thereafter, he shall publish the final list of contesting candidates. At this stage, no withdrawals shall be permitted.
- d. If no valid nominations are received for a post, further action shall be taken in accordance with the provisions of constitution 6(II)(iv).

v) Modes of Voting:

Votes shall be polled in the following manner:

- a. Secret ballots by members present in the General Body Meeting, and
- b. Voting through 'web portal with appropriate security measures',
- c. The election officer may choose to have only electronic voting, if required.

vi) One Chance to Vote:

- a. Member shall get only one chance to vote and he/ she may cast only one vote for each post. He/ She may cast vote for any number of posts.

vii) Counting of Votes Polled and Declaration of Results:

The counting of votes polled shall be done by the Election Officer in the following manner:

- a. Counting of votes polled by secret ballot shall be done immediately after the closure of the in-person voting in presence of the EC members and the candidates or their authorized representatives present in the AGBM.
- b. Thereafter, the Election Officer shall count the votes polled through web portal with appropriate security measures.
- c. After counting of web based votes polled, the Election Officer shall compile the results and announce them in the AGBM. The result will be finally submitted in writing to the Secretary. The Secretary shall formally announce them as resolution in the AGBM and shall be adopted as such. The Election Officer shall submit a report on the elections to the Secretary preferably within a day thereafter.

III.Schedule of Voting

- a. Web polling shall be started not earlier than 4 days after the publication of final list of contesting candidates and end not earlier than 4 days thereafter. The web polling shall stop before the start of voting through the secret in person ballot.

IV.Model Code of Conduct for Candidates during Elections

- a. After the announcement of the Election Schedule by the Election Officer, all the powers of the EC shall cease to exist. Only normal executive functions and time bound matters shall be handled by Secretary and Treasurer. In extraordinary situations, the EC can exercise its power in consultation with and after approval from the Election Officer.
- b. Election Officer shall give opportunity to every candidate to host his manifesto on the website of the Society and to update it not more than once. The Election Officer shall also give not more than two opportunities to every candidate to send his appeal through emails to the members of the General Body through the Society database/ mailing list using official email id of EO.

V.Unfilled Posts

- a. If any of the post of Office Bearer is not filled up during elections, the Election Officer shall conduct election for the same in the AGBM as per provisions of constitution 6(II)(iv).

7. Taking Over of Charge by New EC

The new EC shall take over the charge of the Society within one month of the elections.

8. Resignation by Members of EC

A member of the EC may tender resignation to the Chairman or Secretary, which shall be placed before the EC in its meeting, who shall be competent to take decision in the matter. As soon resignation is accepted, the concerned member shall cease to hold office.

9. EC Member Position Falling Vacant

- i) If office of any Officer Bearers other than that of Chairman and elected Member of the EC falls vacant after it has been filled, the EC shall be competent to make appointment against the vacancy subject to the conditions specified in Clause 5(c) of the Constitution of the Society.
- ii) However, in case of office of Chairman falling vacant due to any reason and the tenure left is more than a year; it shall be filled by way of an election in accordance with the procedure given in the provisions of the constitution 6(IV). In other circumstance, the Vice-Chairman shall be appointed as Chairman for the remainder of the term. The office of the Vice-Chairman so falling vacant shall be filled up out of the elected members of the EC. The resultant office of Member that has fallen vacant shall be filled by the EC by way of nominations.

10. Amendment in Constitution of the Society

- i) Any amendment in Constitution of the Society shall be made by General Body in its Extraordinary General Body Meeting (EGBM) or in its Annual General Body Meeting (AGBM), if EC proposes such amendments. Amendment to Constitution

shall require voting and the motion shall deem to have passed, if supported by two-third majority of the members present in the meeting, after satisfying the quorum requirements.

11. Dissolution

- i) Not less than two-third of the members of General Body in Extraordinary General Body Meeting (EGBM) shall determine whether the Society be dissolved, forthwith or at any further time agreed upon.
- ii) If on the dissolution of the Society, there remains after the satisfaction of its debts and liabilities, any property or funds, whatsoever, the same shall not be paid or distributed among the members of the Society or any of them but shall be given to the host Institute.

12. Indemnity and Conduct

- i) Every member of the EC shall be indemnified out of funds of the Society against all losses and expenses incurred in the bonafide discharge of his/ her duties, except when it happens through his/ her own wilful neglect or dishonesty or malafide intentions, while discharging his/ her duties or actions resulting from wilful disobedience of the law, bad faith or gross negligence.
- ii) An Office Bearer, Elected Member, Nominated Member and Ex-officio Member of the EC shall be deemed to have vacated office if he/ she is adjudicated or adjudged insolvent or is convicted by a court of law in any country for any offence involving moral turpitude or becomes of unsound mind or physically unfit or unable to act as such. The office so fallen vacant shall be filled up in accordance to the provision of constitution 6(II)(iv).

13. Application of Acts/ Constitutional Modifications

- i) In case of any dispute arising between the Society and the other party, the provisions of Arbitration Act shall apply.
- ii) The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Society.

iii) The modified provisions of the constitution shall come in effect soon after it is approved by the General Body and notified by the Secretary. However, the existing EC shall continue to function till its term is over.

14. Meetings of the General Body

i) Meetings:

A meeting of General Body of the Society may be ordinary or extraordinary. The Annual General Body Meeting (AGBM) of the Society shall be called the Ordinary General Body Meeting. All other General Body meetings shall be called Extraordinary General Body Meetings (EGBM).

a. **Notice Period** – Notice of twenty one days for any meeting of General Body, whether ordinary or extraordinary, shall be given to the members by email at their addresses registered with the Society, specifying the place, date, time and agenda. The accidental omission to give or non-receipt of such a notice to a member shall not invalidate the proceedings of any General Body Meeting.

b. **Notice** - Subject to the provisions given in these Rules, the date, time and place of the General Body Meeting shall be notified by Secretary under his signature. In case of email notice, email emanating from the Secretary shall be deemed to be signed by them.

c. **Decisions** - A motion on any matter for decision in the Annual General Body Meeting (AGBM) or Extraordinary General Body Meeting (EGBM) shall deemed to have been passed by General Body, if supported by a simple majority out of the members present in the AGBM/ EGBM, provided the quorum is complete. Notwithstanding this provision, if a motion relates to amendment of Constitution, it shall be decided in accordance with the provision of constitution 10(i).

ii). Annual General Body Meeting (AGBM)

a. **Frequency of Meeting** - The Annual General Body Meeting (AGBM) shall be held once in every year at such time and date as the EC shall determine.

b. **Business** - The business of the Annual General Body Meeting (AGBM) shall be:

- i. To receive and adopt the minutes of the previous AGM and of any special meetings.
- ii. To receive and adopt the Chairman's report.

- iii. To receive and adopt the Secretary's report.
- iv. To receive and to adopt the Treasurer's report and Society's audited statement of accounts of the preceding year,
- v. To receive and approve annual report of the Society with or without amendment,
- vi. To approve appointment of Auditors for two year term and to discuss and accept the terms and conditions of their appointment, and
- vii. To deal with any proposed amendments to the constitution of the society or any other related matter raised by a member, who has given 21 day notice in writing to the Secretary.
- viii. To deal with any other matter with permission of the chair.
- ix. To transact any other business as proposed by the EC.

c. Venue- Unless otherwise decided by the EC, all AGBMs shall be held in the ERL, IITK.

d. Quorum

- i. The quorum of Annual General Body Meeting (AGBM) shall be ten Members of the General Body, including personally present or via electronic means (Telephone or skype), among whom at least two office bearers, including Secretary and Treasurer, and one member or Office Bearer of the EC must be present.
- ii. If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a gap of half an hour, in which quorum shall be eight members present, among whom at least Secretary and Treasurer must be present.
- iii. Even after adjournment, if the quorum is not complete, the meeting should be postponed by at least one week and reconvened as per the provisions of the constitution 14d-(i).

iii. Extraordinary General Body Meeting (EGBM)

a. Requisition to Convene - Extraordinary General Body Meeting (EGBM) may be convened by the EC of its own motion or upon a requisition made in writing by not less than ten members of the General Body. Such a requisition shall specify the purpose of the meeting and must be signed/ emailed by all such members and shall be sent to the Registered Office of the Society. Within a period of twenty one days of the receipt of such

a requisition, the EC shall notify programme for EGBM specifying the agenda as per the requisition.

b. Chairman may Convene: For the purpose of taking decision of the General Body on a specific matter, the Chairman may also convene Extraordinary meeting of the General Body.

c. Venue - The venue for holding the EGBM shall be decided by the EC.

d. Business - The business of Extraordinary General Body Meeting (EGBM) shall be confined to the specific matter(s) for which it has been called and no other matter shall become admissible for the discussion.

e. Quorum

- i. The quorum of Extraordinary General Body Meeting (EGBM) shall be ten Members of the General Body, personally present or via electronic means (Telephone or skype), among whom at least two office bearers, including Chairman or Vice-Chairman and Secretary, and one member or Office Bearer of the EC must be present.
- ii. If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a gap of half an hour, in which quorum shall be eight members personally present, among whom at least Secretary and Treasurer must be present.
- iii. Even after adjournment, if the quorum is not complete, the meeting should be postponed by at least one week and reconvened as per the provisions of the constitution 14d-(i).

15. Events Organised Under the Banner of the Society

- i. Any activity like national and international workshop/ seminars/ conferences/ Training programs/ courses will be managed separately by the organizing Secretary of the conference/ seminar independently.
- ii. The final account of such events shall be submitted to the treasurer/ Secretary of the Society and the savings from such events should be transferred to the bank account of the Society.

-----**End of the Constitutional Provisions**-----