

उत्तर प्रदेश UTTAR PRADESH

73AC 631839

पह जनरल स्टाम्प पपर इन्स्टीट्यूट आफ
 इन्वाप्लिमेंट एण्ड मैनेजमेंट
 जिला लखनऊ फाइल नं. 1-102684
 के साथ संलग्न है।



सत्य प्रतिलिपि
 गरिष्ठ सहायक
 कार्यालय डिप्टी रजिस्ट्रार
 फार्म सोसाइटीज तथा बिल्डिंग
 विभाग, लखनऊ
 27/04/23

भारतीय गैर न्यायिक

दस
रुपये

₹.10



TEN
RUPEES

Rs.10

INDIA NON JUDICIAL

उत्तर प्रदेश UTTAR PRADESH

73AC 631840

बहू जनरल स्टाम्प पर कन्स्टीट्यूट खाफ
इनकापलेम्ट एण्ड मैनेजमेन्ट
बिना लखनऊ फाईल नं० 1-102684
हेल्वीन मिषमावली हे साथ संलग्न है



सत्य प्रतिलिपि

वरिष्ठ सहायक
कार्यालय डिप्टी रजिस्ट्रार
फार्म सीआरएनएच सभा धिदस
लखनऊ
27/04/20

INSTITUTE OF ENVIRONMENT & MANAGEMENT
L U C K N O W

MEMORANDUM OF ASSOCIATION

1. NAME :

The name of the Society shall be INSTITUTE OF ENVIRONMENT & MANAGEMENT, hereinafter referred to as the society, and also briefly referred to as the Society, and also referred to as "IEM"

2. REGISTERED OFFICE :

The Registered Office of the Society shall be in Lucknow and present at :

ALKAPURI (OPP. JANKIPURAM)
KURSI ROAD,
L U C K N O W - 226 021

3. AREA OF OPERATION :

The operational area of the Society shall extend to the whole world.

4. OBJECTS :

The aims and objects of the Society shall be :

a. To provide continuing education facilities.

To acquire the affiliation from similar types of Institute/University/Board.

c. To help the members to develop their skill and to organise personality to become effective manager.

d. To hold conferences, meetings, discussions, lectures, seminars and to encourage reading of papers on professional advancement/development.

The Governing Body of the Society, shall be the body constituted as such under the Rules of the society



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वरिष्ठ सहायक
कार्यालय डिप्टी रजिस्ट्रार
फर्म सोसाइटीज तथा बोर्ड्स
लखनऊ, लखनऊ

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Mangaraj
S. S. Sanyal
M. K. Sanyal

Handwritten signatures:
Subhash Chandra

6. A copy of the Rules of the Society certified to a correct copy is files with the Memorandum of Association of the Society.

7. DECLARATION :

We the following signaturees want to registered the aforesaid Memorandum under the societies Registration Act 21 of 1860.

signatures of Members of the Committee :

<u>SL. NO.</u>	<u>NAME</u>	<u>SIGNATURE</u>	<u>DATED</u>
1.	Dr. S.P. Srivastava	
2.	Mr. Pradeep Kumar		..16-9-96
3.	smt. Manjari	
4.	Mr. sunil Kumar	
5.	Mr. Subhash Chandra	
6.	Mr. Prem Narain		..16-09-1996
7.	Mr. Shailesh Kumar	
	Mr. Mahesh Kumar	



TRUE COPY ATTESTED

(GENERAL SECRETARY)
 For Institute of Environmental & Management

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 वरिष्ठ सहायक
 कार्यालय विपरीत रजिस्ट्रार
 कानपुर सांख्यिकीय तथा वित्त
 विभाग
 27/09/96

INSTITUTE OF ENVIRONMENT AND MANAGEMENT

LUCKNOW

(R U L E S)

P R E L I M I N A R Y

1. SHORT TITLE :

These rules may be called "The Rules of INSTITUTE OF ENVIRONMENT AND MANAGEMENT , LUCKNOW", herein after briefly referred to as the Rules.

2. INTERPRETATION :

In these Rules, the following words and abbreviations shall have the meaning given to them, unless there is anything repugnant to the context or the subject :

i. The Society shall mean the "INSTITUTE OF ENVIRONMENT AND MANAGEMENT".

ii. The INSTITUTE OF ENVIRONMENT AND MANAGEMENT shall briefly shows as "IEM".

iii. The General Body shall mean the general body of the society as constituted under section 12 of these Rules.

The "Governing Body" shall mean the governing body of the society as constitute under section 13 of these Rules.

The "ACT" shall mean the "Societies Registration Body Act, 1860" including all modifications there of as in force from time to time.

vi. The "Official Year" of the society shall be the calender year.



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परिषद् सहायक

कार्यालय शिक्षा रजिस्ट्रार

कानून सोसाइटीज तथा शिष्य

लखनऊ, भारत, लखनऊ

27/04/15

NAME :

The name of society shall be the INSTITUTE OF ENVIRONMENT AND MANAGEMENT", briefly referred as "IEM".

4. REGISTERED OFFICE :

The registered office of the society shall be in Lucknow and the present at :

Alkapuri Environment House
(Opp. Janki Puram)
Near Gayatri Shakti Peeth
Mandir, Kursi Road,
Lucknow - 226 021 (INDIA)

5. AREA OF OPERATION :

The area of operation of the society shall extend to the whole world.

6. OBJECTS :

The aims and objects of the society shall be as set forth in its Memorandum of Association.

MEMBERSHIP :

7. ELIGIBILITY :

Any Individual or Society or corporate body or association having aptitude and capability for or engaged in or dedicated to any aspects of Environment Management in agreement with the aims and objects of the society as set forth in its Memorandum of Association

may become member of the

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कर्म संसोधनी तथा विद्स
लखनऊ, मध्य प्रदेश, लखनऊ
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Society on being so approved by its Governing Body and on payment of membership fee as detailed under section 8 of these Rules and on fulfilling other conditions as laid therein.

8. CATEGORIES :

The society shall consists of members in the following categories :

i. FOUNDER-MEMBER :

The first 8 members of the Governing Body of the Society as set up under its Memorandum of Association shall be the founder-members of the Society. They shall be life members and shall not be required to pay any membership fee.

ii. LIFE MEMBER :

Any person eligible under section 7 of these Rules shall be enrolled as life member if he pays Rs. 10,000/- in cash or kind. Such a member shall not be required to pay any more membership fee.

iii. MEMBER :

Any person eligible under section 7 of these Rules shall be enrolled as member of the Society, if he pays Rs. 5,000/- in cash or in kind. His membership shall continue for five years, where-after it shall be renewable for 5 years, on payment of the same amount of fee. He shall not be included in the governing body before completing two terms of 5 years each as member.

iv. INSTITUTIONAL MEMBER :

Any Society or corporate body of association, organisation or institution having similar or related objectives and having active interest, aptitude and capability of promoting the objects of the Society shall be enrolled as institutional member on payment of Rs. 50,000/- in cash or kind. Such a member shall be a life member and shall not be required to pay any more membership fee and shall be represented by its Chief Executive or his nominee



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कनरा सोसाइटीज
राज्य, लखनऊ

NOTE : If any question arises as to whether any person is to be a member of the society, the same shall be referred to the General Secretary, and his decision thereon shall be final.

ORGANIZATION :

11. MEMBERS :

The society shall have the following members and operational organs :

- i. General Body
- ii. Governing Body, and
- iii. Advisory Board.

12. GENERAL BODY :

a. COMPOSITION : The General Body of the society shall consist of all the four classes of members, namely : founder members, life members and institutional members.



S. K. Singh

The General Body of the society shall ordinarily meet once every year. This meeting will be known as Annual General Meeting of the society. But if the General Secretary or of the society so directs, it may meet as often as necessary. The meeting shall be called by the Secretary of the society who shall decide the date and venue for such a meeting in consultation with the General Secretary. Special meetings of the General Body may also be called on requisition by at least two third members of the General Body.

S. K. Singh

S. K. Singh
Secretary
...

b. NOTICE : The notices of meeting of the General Body shall be issued by the secretary at least 15 days before the date of such meeting. In case of emergency, however, such a meeting can be called at shorter notice also at the discretion of the General Secretary of the society.

- d. QUORUM : The Quorum for meeting of the General Body shall be more than one of the total membership. There shall, however, be no quorum for a meeting adjourned for want of quorum.
- e. RECORD : A record of proceedings shall be maintained by the secretary, who shall also initiate action on the decisions taken in the meeting. The proceedings shall be approved in the next following meeting.
- f. ANNUAL MEETING : The Annual Meeting as referred to in section 12 (b) of these Rules, shall be held, as far as possible within three months of the close of the official year of the society.
- g. POWER & DUTIES : In its annual meeting, the General Body shall :

i. Consider and review the secretary's report.

Consider and approve the statements of accounts.

Elect the Governing Body of the Society, if its period has expired or if it decides to change/reconstitute the Governing Body even before the expiry of its terms.

Appoint auditors/Accountants.

v. Approve the annual plans and budget of the Society for the next official year, and

vi. Transact all such other business as it feels necessary.



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NOTE :
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1. निरिक्त सहायक
कार्यालय डिप्टी रजिस्ट्रार
पुणे संसाधनीय तथा विद्वत्
27 मार्च 2020, लखनऊ

The meeting shall be presided over and convened by the General Secretary and in his absence by the Director Administration and in absence of both, by the Secretary.

- v. In the event of vacancy occurring in any manner, it shall be filled up by the Governing Body from amongst the members of the General Body. such vacancies shall however, be filled up through fresh election in the next meeting of the General Body.

3. MEETING :

- i. The Governing Body shall ordinarily meet once in every three months.
- ii. On written request from at least two third members of the Governing or General Body a special meeting shall be called within one month from the date of such request.
- iii. The date and agenda of the meeting shall be decided by the secretary in consultation with the General secretary of the society.

- iv. The secretary shall issue notice for the meeting. A fifteen days notice shall normally be given but in emergency, the meeting may also be called it shorter notice. Any accidental commission to give notice to or non-receipt of the notice by any member shall not invalidate the proceedings at the meeting.

- v. Two third members of the Governing Body shall form the quorum. There shall, however, be no quorum for a meeting adjourned for want of quorum.

C. POWERS AND FUNCTIONS :

The Governing Body shall :

- i. Execute and co-ordinate the programmes, policies and philogophy of the society;

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27/04/2015 लखनऊ

- ii. Exercise general control over the affairs of the society, draw policy guide-lines and create an in built continuity of its working practices;
- iii. Acquire and hold on behalf of the society, all properties movable as well as immovable and spend and invest its funds in furtherance of the objectives of the society.
- iv. Review the Budget and statement of Accounts and Draft, annual report and future plans of the society;
- v. Enter into contracts and agreements and take necessary legal steps or direct taking such steps in the interest of the society;
- vi. Take decisions as to the strength of staff of the society, frame service rules, appoint officers, delegate to or withdraw powers from staff and appoint different technical and functional committees including the Advisory Board;
- vii. Make proposals relating to framing, amending or repealing of the by laws and rules of the Society for its better management and administration, and
- viii. Take all such other measures as it may feel necessary to promote the objectives of the society.

D. DECISIONS :

- I. All the decisions of the Governing Body shall be taken by majority. Each member shall have one vote. In case of an equality votes, the General Secretary shall have a casting vote.



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मुख्य सोसाइटीय तथा विद्या
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ii. The decisions of the Governing Body may, with the consent of the director also be obtained by circulating the proposal to the members and any proposal so circulated and approved by majority of members shall be as effectual and binding as passed at a meeting of the General Body.

iii. No act or proceedings of the Governing Body shall be invalid merely by reason of any vacancy therein or of any defect in the appointment of any its members or any defect or irregularity in the act not affecting the sub-state.

iv. A record of proceeding of every meeting shall be maintained by the secretary and it shall be approved in the following meeting. Action on all decisions shall be initiated by the secretary.

E. OFFICE BEARERS : POWER AND FUNCTION :

GENERAL SECRETARY : The General secretary shall be the head of the society. He shall preside over all the meetings of General as well as Governing Body. In case of doubt as to interpretation of an Rules, his decision shall hold good till the Governing Body decides otherwise.

ii. DIRECTOR : In absence of General Secretary shall act on his behalf. He shall also exercise all such powers and do all such acts as may be assigned to him by the General Secretary or the Governing Body.

iii. SECRETARY : The secretary shall be the Chief Executive Officer of the society. He shall :

a. be responsible for the overall administration of the Society subject to the control of the Governing Body.

b. represent the society in business and legal transactions.



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नगरपालिका, काठमाडौं

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- c. On behalf of the Society receive and disburse funds and sign in this behalf subject to these Rules and also subject to directions, if any of the Governing Body.
- d. Sanction expenditures up to Rs.1000/- at a time and for one item. In emergency he may sanction expenditures beyond Rs.2500/- and get it approved by the General secretary.
- e. Control the office and branches of the Society.
- f. Initiate action of the decisions taken by the Governing as well as General Body, and ensure that the decisions are carried out.
- g. call meetings of the Governing and General Body and maintain their minutes.
- h. be responsible for maintenance of all office standards including accounts and also for preparation of annual budget and report; and

be competent to take decision in day to day routine matter and perform all such other duties as may be assigned to him by the General or Governing Body or the Executive Director or and as he may feel necessary in the interest of the Society.

iv. ADDITIONAL SECRETARY : In absence of the secretary, the additional secretary shall work on his behalf. He shall also exercise all such powers and do all such acts as may be assigned to him by the General secretary/secretary or the Governing Body.

14. ADVISORY BOARD :

- i. The Governing Body may constitute an Advisory Board consisting of such persons not exceeding 20, as it thinks proper, drawn from various fields of management

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कार्यालय डिप्टी रजिस्ट्रार

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and development. The Board shall be meeting as and when called by the Secretary in consultation with the General Secretary and shall advise on all such matters as may be referred to it.

ii. The Advisory Board shall be constituted for a period not exceeding 5 years, whereafter it shall be reconstituted. Reconstitution may take place earlier also at the discretion of the Governing Body, which shall have the powers to remove any members of the Advisory Board without assigning any reasons even before expiry of the term.

iii. The General secretary of the society shall be the Executive Director of the Advisory Board also.

iv. The Governing Body may constitute shall Advisory Groups also from amongst the members of the Advisory Board or otherwise or groups shall work for such period as may be specified by the Governing Body.

v. The members of the Advisory Board or Groups shall not be required to pay any fee and shall not have any voting rights unless they join the society as member of the General Body

vi. The members of the Advisory Board or Groups shall be paid such honoraria, travelling and daily allowances etc. as may be prescribed under the rules framed under section 19 of these Rules. In absence of such rules, however, the Governing Body shall determine the rates of such allowances.

ACCOUNTS AND AUDIT :

15. ACCOUNTS :

The Society shall maintain proper accounts and all other relevant sub-rules framed under section 19 of these Rules.

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16. AUDIT :

The Accounts of the society maintained under section 15 of these Rules shall be audited annually by Chartered Accountants appointed by the General Body in its Annual General meeting.

The accounts alongwith the report of the auditors shall be submitted to the next Annual General Meeting of the Society, wherein it will be discussed and passed.

17. ANNUAL REPORT :

The society shall prepare an Annual Report on its working and future plans etc. Which shall also include a statement of audited accounts and report of the auditors thereon and budget of the society for the next year. The Report will be placed before the Annual General Meeting of the society wherein it will be discussed, passed and adopted.

18. FUNDS :

i. Funds of the Society will consist of all money and property received of the society by way of gifts, donations, grants, fees from the members and also fees for rendering various types of service and income from publications etc.

ii. All funds of the Society shall be paid into its bank or account with any bank or banks as may be subject to approval by the General Body.

REGULATIONS :

19. SUB-RULES :

The Governing Body may, not inconsistent with Memorandum and Rules of the Society from sub-Rules on subjects like Establishment Travelling Allowance and Conveyance Allowance, Audit and Office procedures etc., as the Governing

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लखनऊ, 27/04/12

Body feels necessary to carry out the objects of the society. These sub-rules shall be subject to approval by the General Body.

20. LEGAL PROCEEDINGS :

i. The Society may sue or be sued in its name. The General Secretary of the Society shall be responsible for all work relating to such proceedings and with the approval of the Secretary he may sign all documents for and on behalf of the Society. The Director or secretary shall also be competent to sign such documents.

ii. All disputes in respect of the society shall be decided by a court of competent jurisdiction at Lucknow.

21. AMENDMENTS :

subject to the provisions of the Societies Registration Act, 1860, the Rules, the sub-rules and objectives etc., of the Society may be amended by a resolution passed by a three fifth majority of the members of the General Body present at any of its meeting duly convened.



* 22. PROPERTIES :

i. The Society shall acquire movable properties, secure donations, grants, endowments and gifts, enter into contract and agreement with any Government, non-Government, private or international agencies in carrying out its objects and functions.

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पुस्तक संचालनीय तथा विद्वान
27/6/1955 लखनऊ

11. Any income accruing from the activities of the Society shall not be paid or transferred, directly or indirectly by way of dividends, bonus, or otherwise however by way or profit to the persons who are of at any time have been members of the Governing Body or to any of them or to any persons claiming through them.

Provided that the General Body may approve rules for payment of compensatory allowances and honoraries etc. to the members of the Governing Body to compensate them for the expenditure incurred by them for carrying out the duties assigned to them in furtherance of the objectives of the Society.

23. RECORDS :

The following records shall be maintained by the Society under the overall supervision of the secretary and the concerning director and shall be kept in the office of the Society :

1. Membership Register;
 2. Minute-books separately for proceedings of the General Body and the Governing Body;
- Cash Book, store Book and Ledger; and

any other records and books as may be necessary in the interest of proper and smooth working of the Society.

24. DELEGATION :

The Governing Body may delegate to the director or to any member of the Governing Body or to a committee constituted by the Governing Body, such or its powers as it may deem fit subject to the condition that the action taken by the delegates shall be reported to the Governing Body.

25. STAFF :

1. Members of the staff of the Society shall be appointed in accordance with the services rules as framed under section 19 of these Rules.

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कानून विभाग
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ii. In absence of such service Rules, the approval of the Governing Body shall be essential in case of every appointment.

iii. The terms and conditions of appointment shall be such as may be laid down in the service rules and also as may be approved by the Governing Body from time to time.

26. TRAVELLING ALLOWANCE :

The members of the Governing Body, General Body, Advisory Board & other committee appointed by the society shall be paid, travelling and daily allowances and also conveyance allowance for official journey undertaken by them with approval of the Secretary at the rates approved in such rules as may be framed under section 19 of these Rules.

27. ARBITRATION :

Any disputes of differences arising existing between the members of the society past, present or future or the Governing Body or the employees of the society, relating to interpretation of the constitution & any other matters shall be referred under Arbitration Act, 1940 as amended and in force from time to time to the person or persons appointed or agreed to by the majority of the members of the society. This shall, however, be subject to Societies Registration Act, 1860.

28. REMOVAL OF DIFFICULTIES :

i. If in any emergent situation any difficulty arises in giving effect to the provisions of these Rules, the General secretary may at the recommendation of the Governing Body pass such orders as the considers necessary in carrying out the objectives of the society.

Subash Chandra
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ii. In case of any inconsistency in these Rules, the provisions of Societies Registration Act, 1960 shall prevail.

29. DISSOLUTION :

Subject to the provisions under section 13 and 14 of the Societies Registration Act, 1960, the society shall be dissolved if three-fifth of its members express their wish to do so at a general meeting convened for this purpose. The society shall stand dissolved after such a resolution has been passed. If upon dissolution, there remains any surplus, after settlement of the debts and liabilities of the society the same shall not be paid to or distributed among the members of the society but shall be give to some other society or societies or trusts with similar objectives, to be determined by votes of not less than three fifth of the members present at the time of dissolution or in default thereof, by a competent court.


Subrah Choudhary
10.4.96

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जनरल डिप्टी रजिस्ट्रार
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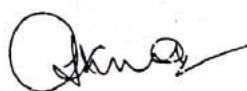
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