

INSTITUTE OF ENVIRONMENT OF & MANAGEMENT LUCKNOW

MEMORANDUM OF ASSOCIATION

1. NAME :

The name of the society shall be institute of Environment & Management here in after referred to as the Society, and also briefly 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 :

"Environment House"
Alkapuri Kursi Road
Lucknow - 226 021

3. AREA OF OPERATION:

The operational area of the society shall extend to the U.P.

4. OBJECTS

The aim and objects of the society shall be :

- a) To provide education.
- b) To acquire the affiliation from similar type of Institutes / University / Board.
- c) To help the members to develop their skill and to organize personality to become effective manager.
- a) To depute office Bearer of Society members, staff, Faculty Members to participate/ attend the Seminar, Conferances in various programmes/ course organised by the Professional organisations in India and Abrod.
- b) To get grant from Government/ Pvt. organisation for projects, activities related to aims and object of society.

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

MEMBER OF GOVERNING BODY

The list showing the member of governing Body alongwith their designation address and profession are given her under to whom the affairs of the society is interested.

Sl.No.	Name	Designation	Address	Address
1.	Dr. Manjari	Chairman	HIG 1/168, Vikas Nagar Lcuknow - 226 022	Service
2.	Dr. Pradeep Kumar	General secretary	1/169, Vikas Nagar Lcuknow - 226 022	Service
3.	Dr. Sunil Kumar	secretary	MIG 1/193, Vikas Nagar Lcuknow - 226 022	Service
4.	Dr. Subhash Chandra	Legal Advisor	3, Bajrang Vihar Kurshi Road, Lko-226 022	Service
5.	Mr. B.S. Srivastava	Life Member	Sector-A/B-9 Aliganj, Scheme Lucknow - 226 024	Service
6.	Dr. Neha Srivastava	Additional Secretary	HIG I/197 Vikassh Nagar Lucknow-226 022	Service
7.	Dr. Megha Jairaj Amin	Member	B-37, Sector- "C" Aliganj, Lucknow-226 024	Service
8.	Sudha Rani Srivastatva	Member	D-1/34, Sector - I, Aliganj, Lucknow - 226 024	Service
9.	Mr. A. N. Chaturavedi	Member	14/260 Indira Nagar Lucknow - 226 016	Service
10.	Smt. Vani Srivastava	Member	Opp. Swami Ram Krishna School, Jankipuram, Lucknow-226 031	Service

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A copy of the Rules of the Society certified to a correct copy is filed with the memorandum of Association of the Society.


DECLARATION


7. We the following signatories want to register the aforesaid Memorandum under the Societies Registration Act 21 of 1860.


Signature of Members of the Committee :

<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
1. Dr. Manjari		
2. Dr. Pradeed Kumar		
3. Dr. Sunil Kumar		
4. Dr. Subhash Chandra		
5. Mr. B.S. Srivastava		
6. Neha Srivastava		
7. Dr. Megha Jairaj Amin		
8. Sudha Rani Srivastava		
9. A.N. Chaturvedi		
10. Vani Srivastava		

Certificate that this is the correct of rules and regulations of society.


(Chairman)
31/1/2015


(General Secretary)
31/1/2015


(Secretary)
31/1-2015

INSTITUTE OF ENVIRONMENT & MANAGEMENT, LUCKNOW

(Rules)

PRELIMINARY

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 & Management"
- ii) The Institute of Environment & 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.
- iv) The "Governing Body" shall mean the governing Body of the society as constituted under section 13 these Rules.
- v) The "ACT" shall mean the "societies Registration Body ACT' 1860" including all modification there of as in force from times.
- vi) The "Official Year" of the society shall be the clender year.

3. **NAME:**

The name of the society shall be the "Institute of Environment and Management" brefly referred as "IEM"

4. **REGISTRATERD OFFICE:**

The Registered Office of the Society shjall be in Lucknow and the persent at
Alkapuri, Environment House,
(Opp. Jankipuram), Near Gayatri Shakti Peeth.
Kursi Road, Lucknow - 226 021 (UP).

5. **AREA OF OPERATION:**

The area of operation of the society shall extend with in Uttar Pradesh

6. **OBJECTS:**

The aims and objects of the society shall extend to the area of jurisdiction.

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MEMBERSHIP:

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 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 four categories.

- i) **Founder-Member** : The first eight members of the Governing Body of the Society as set up under its Memorandum of Association shall be the founder member 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 on 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/- cash or in kind this membership shall continue for five years, there-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, organization or institution having similar or related objectives and having active interest, aptitude and capability or 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 more membership fee and shall be represented by its chief Executive or his nomines.

9. ADMISSION

1. Any person desires of becoming member of the society shall apply to the secretary of the society.
2. The Governing Body shall have the power to accept or reject an application without assigning any reasons.
3. The membership shall commence from the date of its acceptance by the Governing Body
4. The Membership fee shall be payable in advance.
5. A Member failing to pay the subscription within 3 months of its having fallen due shall case to be a member provided that such a member may be permitted to rejoin on payment of arrears.
6. Every member shall be bound by the provisions taken by the Governing and/or General Body of the society

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CESSTION:

The governing body, by a two-third majority shall have the rights in its absolute discretion to terminate the membership of any member found guilty of working against the objects and interests of the society. The membership of the society shall also terminate.

- a) On the death of a member of dissolution of an Institutional member.
- b) On a member tending resignation in writing and on its acceptance by the Governing Body.
- c) On a member becoming in mad or insolvent.
- d) On a member, having been found guilty of committing the criminal offence or any serious misconduct leading to doubts about his integrity or charactor.
- f) A member not attending the meeting since last two year

11. ORGANISATION

ORGAN: The society shall have the following executive and operational organs.

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

12. GENERAL BODY :

- a) **Constitution:** The General Body of the society shall consist of all the four classes of members namely founder members, members, life members and institutional members.
- b) 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 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 agenda for such a meeting in consultation with the General Secretary. Special meeting of the General Body, may also be called on requisition by at least two third members of the General Body.
- c) **Notice:** The notice 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 or the General Body shall be more than one half of the total membership. However a meeting will not be adjourned for want of quorm.
- e) **RECORD:** A record of proceedings shall be maintained by the General Secretary, who shall also initiate action on the decisions taken in the meeding. 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 from 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 secretarys report.
 - ii) Consider and approve the statement of accounts.
 - iii) 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.
 - iv) 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 activities as it feels necessary.

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- iii) Till a new Governing Body is not formed in time, the existing Governing Body shall continue to function and its actions and decisions shall not be invalid. It shall however, be ensured that the new Governing Body is formed as far as possible within three months of the expiry of the term of the existing Governing Body.
- iv. 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 appointment shall however, be approved during next meeting of the General Body.

POWERS AND DUTIES OF OFFICE BEARERS

A CHAIRMAN

- 1) The chairman shall preside over all the meeting of the society.
- 2) At the times of voting on any matter/subject (Except Election) if the total votes of the groups of the members happen to be equal in number, the chairman has the power to cast an extra vote to decide the matter subject.
- 3) The chairman shall have the power to allow inclusion of any subject / matter in agenda for the discussion in the course of proceedings / meeting.

D GENERAL SECRETARY

- a) The General secretary will summon and attend the meetings of the Governing Body and general Body.
- b) The general secretary will prepare the membership register as well as the proceedings and to record the minutes of the proceedings of the Governing Body meeting and the General Body meeting and have them duly signed by the members who attend the meeting.

C SCERETARY : The secretary shall enjoy all the power of general secretary in his/her absence.

D ADDITIONAL SECRETARY : The Additional Secretary in absence of General Secretary / Secretary shall enjoy all the powers of General Secretary.

E ASSTIANT DIRECTOR : The Assistant Director shall enjoy all the power of chairman in his/her absence.

F. LEGAL ADVISOR : The legal advisor will look after the legal activities of the society

B. FILLING OF CASUAL VACANCIES

Any casual Vacancies amongst the governing body shall be filled by the resolution passed by the governing Body and shall be confirmed by the general Body in its next coming meeting.

C. POWERS AND FUNCTIONS :

- a) The Governing Body shall be responsible for the management and administration of all affairs of the society and is also authorised to appoint any officer bearer / member to look after any particular activity.
- b) All the decision shall be taken by the majority of members present in the meeting.
- c) The Governing Body shall have the powers to prepare plans, project programme and implementation
- d) To exercise General control of all the affairs of the society. To draw policy guidelines and create an in built continuity of the working practices.

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- e) Acquire and hold on behalf of the society all properties movable as well as immovable and spend / invest its funds in fulfillment of the objectives of the society.
- iv) Review the budget and statement of Accounts and draft, annual report / future plans of the society.
- v) Enter into contracts and agreements and take necessary legal steps or direct such steps in the interest of the society.
- vi) To take decisions as to what the strength of the staff of the society, should be frame service rules, appoint officers, delegate to or withdraw power from staff and appoint different technical and functional committees including the Advisory Board.
- vii) To take all such other measures as it may feel necessary to promote the objectives of the society.

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 & 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, there after it shall be reconstituted. Reconstitution may take place earlier also at the discretion of the Governing Body, which shall have the power 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 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 member 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 also.
- vi) The members of the Advisory Board or Group shall be paid such honorarium traveling and daily allowance etc. as may be prescribed under the rules formed under section 19 of the rules in absence of such rules, however the Governing Body shall determine the rates of such allowances.

15. ACCOUNTS AND AUDIT

A. Account: the society shall maintain proper accounts and all their relevant sub-rules framed under section 15 or these Rules.

B. Audit :

The accounts of the society maintained under section 15 of these Rules shall be audited annually by Chartered Accountant appointed by the General body in its Annual General Meeting.

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The statement account 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.

16. 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 there on 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.

17. FUNDS

- i. Funds of the society will consist of all money and property received by the society by way of gifts, donations, grants from the members and also fees from rendering various types of service and income from publications etc.
- ii. All funds of the society shall be maintained with any bank or banks subject to approval by the Governing Body.

18. REGULATIONS: SUB-RULES

The Governing Body may, not in consistent with Memorandum and Rules of the Society frame sub-rules on subjects like service rules Travailing Allowance and Conveyance Allowance, Audit and Office Procedures etc where as the Governing Body Fees 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 of General Secretary of the Society. The general Secretary shall be responsible for all work relating to such proceedings he may sign all documents for and on behalf of the society. The Chairman or secretary shall also be competent to signs 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 3/5 majority of the members of the General Body present at any of its meeting.

MISCELLANEOUS

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.
- ii. Any income accrued 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.

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Provided that the General Body may approve rules for payment of compensatory allowances and honorarium 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 fulfilment of the objectives of the society.

23. RECORDS

The following records shall be maintained by the society under the overall supervision of the general secretary and the concerning Director and shall be kept in the office of the society.

1. Membership Register
2. Minute-Book separately for, proceeding of the General Body and Governing Body meeting
3. Cash Book Stock Book Ledger and statement of trail balance
4. 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 power 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

- i. Members of the staff of the society shall be appointed in accordance with the services rules as framed under section 18 of these Rules.
- ii. In absence of such services 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 or approved by the Governing Body from time to time.

26. TRAVELLING ALLOWANCE:

The member of the Governing Body, General Body, Advisory Board & other committee appointed by the society shall be paid travelling and daily allowance 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 18 of these rules.

27. ARBITRATION

Any dispute or differences arising /existing between the members of the society in past, present or in future or the Governing Body or the employees of the society, relating to interpretation of the constitution and 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 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
- ii. In case of any inconsistency in these Rules, the provisions of Societies Registration Act 1860 the society shall be dissolved if three fifth of its members express their wish to do so at a general meeting convinced for this purpose. The society shall stand dissolved after such

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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 determine by votes of not less than three fifth of he members present at the time of dissolution or in default thereof, by a competent court.

29. **ELECTION** : The general Body will Elect its chairman and all the office bearers and also the other member of the governing Body after every five years by secret ballort papers or by show of hands as the election office may decide
30. **SOURCES OF INCOME** : The souce of income is fram admission fee, subscrtption from member, seminer / conferance fee etc. Income of soceity shall be used only for promotionand upliftment of the object of society.
31. **FINANCIAL YEAR** : Financial year of the society shall be calander year.
32. **MANAGEMENT OF FUNDS & ACCOUNTS OPERATION** :
The Bank accounts shall be operated by the office bearers nominated by the governing Body.
33. **ANNUAL LIST OF THE MEMBER GOVERNING BODY** : Once in every year the list of the office bearer and other member of governing Body shall be filed in the office of the Registrar of societies.
34. **DISSOLUTION AND AMALGAMATION** : If the society need to be dissolved / Amalgamated, it shall be as per provisions laid down under societies Registration Act 1860.

Certified that this is the correct copy of the Rules and Regulations of the society.

Mangai
Chairman

Janghwa
General Secretary

Prasen
Secretary