

The Optical Society of India

Founded 1965



**CONSTITUTION, REGULATIONS
BYE-LAWS**

Registered Office
DEPARTMENT OF APPLIED OPTICS AND PHOTONICS
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West Bengal Form No. 264

**Certificate of Registration of Societies
West Bengal Act XXVI of 1961
No. S/6788 of 1965-66.**

**I hereby certify that the Optical Society of India has this day been
registered under the West Bengal Societies Registration Act 1961.**

**Given under my hand at Calcutta this Second day of September
One thousand nine hundred and sixty five.**

(Seal)

**Sd/- B. K. Som
Registrar of Firms, Societies
& Non-Trading Corporations,
West Bengal.**

CONSTITUTION, REGULATION AND BYE-LAWS.

Constitution :

1. Name :

The name of the association shall be "THE OPTICAL SOCIETY OF INDIA", henceforth to be called 'the Society'.

- The Registered office of the Society shall be located at the Applied Optics & Photonics Department, University of Calcutta, 92, Acharya Prafulla Chandra Road, Kolkata - 700 009

2. Object :

The purpose of this non-profit Society shall be the following :

- 2.1. To promote and diffuse the knowledge of optics in all its branches, pure and applied.
- 2.2. To encourage, organise and co-ordinate research activities in the field of optics.
- 2.3. To undertake survey of the optical needs of the country and to enumerate and sponsor schemes of research and development.
- 2.4. To promote the co-operation between designers, manufacturers and users of optics technology.
- 2.5. To publish books, journals, reports and transactions relating to this field of study and research.
- 2.6. To organise meetings, seminars and conferences on the varied aspects of the science of optics, and to co-operate with other scientific organisations in all matters of national scientific importance.
- 2.7. To secure and administer funds, grants and endowments for furtherance of optics research and development in the country, and
- 2.8. To execute all other acts which shall be deemed necessary to assist and promote the usefulness, aims and purposes of this society.

3. Membership

- 3.1. The Society shall consist of Honorary Members, Corporate Members, Fellows and Associates.
- 3.2. Honorary Members shall be persons very well-known for their qualifications and services to the cause of optics.
- 3.3. Any institution or establishment engaged in teaching, research or industrial application of optics shall be a Corporate Member.
- 3.4. Fellows shall be persons actively engaged in the development or dissemination of knowledge of optics.
- 3.5. Associates shall be bonafide students of science in recognised universities, institutions, who shall be interested in optics.

4. Duties and Privileges

- 4.1. Honorary Members entitled
 - (a) to receive a copy of such published reports of the Society as the council (hereinafter defined) may decide
 - (b) on the recommendation of the Council, to be a member of any sub-committee on an advisory capacity only.
 - (c) to attend the Annual General Meeting and other Scientific meetings.
- 4.2. Corporate Members shall be entitled
 - (a) to send representatives to the General Meetings of the Society, who shall also have the privilege to vote. The number of such representatives a Corporate Member may depute shall be determined by the Council of the Society on the basis of the total number of technical personnel of the establishment and of its scope of activities.
 - (b) to receive a copy of such publications of the Society as the Council may decide.

- (c) to propose and to second candidates for corporate Membership of the Society.
- 4.3. Fellows shall be entitled
 - (a) to be present and to vote at all General Meetings of the Society.
 - (b) to receive a copy of such publications of the Society as the Council may decide.
 - (c) to propose and to second candidates for Fellowships and Associateships.
 - (d) to fill any office of the Society on being duly elected thereto.
 - (e) to participate in the Scientific Meetings of the Society.
 - (f) to communicate papers by Associates or others for publication in the Report or Journal of the Society.
- 4.4. Associates shall be entitled to participate in the scientific meetings of the Society, and to read scientific papers if communicated by a Fellow of the Society.

5. REGULATIONS

Admission, resignation and removal of Members

- 5.1. The proposal for nomination of Honorary members shall originate from the Council which shall circulate the proposed names to all members of the Society at least three months prior to the Annual General Meeting at which the election by ballot shall be held. At least three-fourths of the members present at the Annual General Meeting must vote in favour of the candidates before they are enrolled as Honorary Members.
- 5.2. For the election of a Corporate Member, the institution or establishment shall make a formal application to the Secretary of the Society who shall present the same at a meeting of the Council which shall make the necessary election through the favourable ballots of a majority of the councillors present.

- 5.3. The Secretary shall then send a written announcement of their election to the establishment with a request for payment of the annual subscription on receipt of which the name shall be duly entered into the register.
- 5.4. For the election of a Fellow or Associate of the Society, a nomination in due form, signed by two Fellows of the Society, shall be presented at a meeting of the Council where the candidate will be elected through favourable ballots of a majority of the councillors present.
- 5.5. The result of election shall be duly conveyed to the candidate by a letter from the Secretary.
- 5.6. The duly elected candidate shall, on receipt of the result of his election have to pay the first annual subscription before his name is entered into the register of members and he becomes entitled to exercise the rights and privileges of Membership.

6. The Council

- 6.1. The administration, direction and management of the affairs of the Society shall be entrusted to a Council composed of
 - (i) One President
 - (ii) One Vice-President
 - (iii) One General Secretary
 - (iv) One Treasurer
 - (v) Eleven Members

Of these, the first four shall be called the officers of the Society.

7. Election and Tenure of Office

- 7.1. The election to the Council shall take place at the Annual General Meeting of the Society.
- 7.2. All terms of office of the elected member of the Council shall commence from the close of the Annual General Meeting at which the

election shall be announced, and shall continue until the close of the following Annual General Meeting.

- 7.3. The charge of office shall be formally handed over to the newly elected council by the old one within a month from the Annual General Meeting.
- 7.4. By the 30th September the Council shall prepare a panel of names for the various officers of the Council and send the panel to all members. Any member, if he so wishes, may suggest additional names for the purpose of election, which should reach the Secretary by the 31st October.
- 7.5. The Secretary shall prepare a list of such nominations, which, along with the Council's original list, shall be circulated among the members as voting paper by the 30th November.
- 7.6. The members shall then vote for the members of the Council on the above voting paper, and forward same unsigned to the Secretary in a sealed envelope enclosed in an outer cover bearing the voter's name and signature, so as to reach the Secretary by the 21st of December. In the absence of a member's signature the voting paper shall be considered invalid.
- 7.7. The sealed envelopes shall be placed before the Annual General Meeting and opened.
- 7.8. Two tellers shall be appointed by the officer presiding over the Annual General Meeting, who shall examine the voting papers and report the names of those receiving a majority of votes. These names shall then be announced from the Chair.
- 7.9. In the case of a tie, the members present at the Annual General Meeting shall choose by ballot one of the candidates in the tie.
- 7.10. In the event of a vacancy during the year in the office of the President, Vice-President, General Secretary and Treasurer, it shall be competent for the remaining members of the Council to fill up such vacancy and report same to all members of the Society.

- 7.11. In the event of a vacancy during the year in the office of ordinary member of the Council, the General Secretary, on the advice of the President, may keep it vacant till the next election, or fill up the vacancy by direct nomination.
- 7.12. If, for any reason acceptable by the members of the Society, the officers and members of the Council could not be appointed for the ensuing year in January, the existing Council shall continue to function until the successor Council is duly elected.

8. Register

- 8.1. The Society shall maintain a Register of all members showing their dates of admission, names and addresses.
- 8.2. Any member of the Society shall be entitled to inspect the register of members after service of a notice upon the Secretary of the Society intimating his intention at least three days prior to the date of inspection.

9. Properties

- 9.1. All properties acquired by the Society either by purchase or gift or otherwise shall be deemed to be vested in the Council of the Society and shall be referred to as the property of the society.

10. Powers and Duties of the Council.

The Council shall have the following powers :

- 10.1. To manage the affairs of the Society, and for such purpose make such Bye-laws as may appear conducive to the good administration of the Society and the attainment of the object of its foundation, provided always that such Bye-laws be not inconsistent with anything contained in these Regulations and that they be sent for confirmation, modification or rejection at the next General Meeting.

- 10.2. To consider, in the first instance, and before submission to a General Meeting, all communications addressed to the Society and to regulate the order and manner in which such communications shall be laid before the General Meeting.
- 10.3. To appoint salaried officers, clerks or subordinate staff as may be deemed necessary: to define their duties, allowances, salaries, gratuities, and privileges; and to suspend or dismiss them, or to dispense with their services, as occasion may require. The above procedure shall be reported to the next General Meeting of the Society for confirmation.
- 10.4. To superintend and direct the publications of the Society.
- 10.5. To initiate and sponsor research and development schemes and provide grants-in-aid for the purpose.
- 10.6. To exchange for other property or otherwise dispose of, in such a manner as may, in their opinion, best conduce to advance the objects and interest of the Society, any duplicate books, maps, specimens etc., belonging to the Society.
- 10.7. To prepare and submit to the Annual General Meeting a report on the activities of the Society during the past year. Such report shall include an audited account of the income and expenditure for the previous year, the balance in hand, the debts and assets as well as an estimate of income and expenditure for the current year. The report shall also include an abstract of the Proceedings of the Council during the previous year.
- 10.8. In conformity with the provision of the West Bengal Societies' Registration Act, 1961, under which the Society has been registered, the Council shall be empowered, subject to the sanction of the next General Meeting, to take legal proceedings under the Act for the recovery of any sum due from Members, who, after receiving due notice of their liabilities, shall refuse or fail to discharge them.

11. Duties of the Secretary

The Secretary shall have the following duties :

- 11.1. To conduct the correspondence of the Society and of the Council and to sign all letters and papers emanating from the Society
- 11.2. To attend the meetings of the Society and of the Council, to take minutes of the proceedings of such meetings during their progress, and at the commencement of every such meeting, to place, for confirmation the minutes of the previous meeting ;
- 11.3. To enter, or cause to be entered, in minute-books all the proceedings of the Society and of the Council before the following meeting, and to see that all papers and letters and documents of every kind connected with the business of the Society are properly filed and preserved ;
- 11.4. To edit the publications of the Society in such a manner as may be prescribed by the Council from time to time ;
- 11.5. To prepare for submission to the Annual General Meeting a list of members, corrected to the close of the previous year ;
- 11.6. To exercise general supervision over the officers, subordinate staff and affairs of the Society, and to assist in carrying out the decisions made by the Council ;
- 11.7. To be ex-officio Member of all Committees appointed by the Council;
- 11.8. Under special circumstances the Council may appoint an ordinary member as Assistant Secretary. The duties of the Assistant Secretary shall be to assist the Secretary in the discharge of his duties and to do such work as the Secretary may delegate to him from time to time.

12. Duties of the Treasurer

- 12.1. The Treasurer shall receive and hold for the use of the Society all moneys paid to the Society ; he shall disburse all sums due from the Society and shall keep exact accounts of all such receipts and

payments. Disbursements exceeding Rs. 100/- shall be made only by order of the Council, or of a committee of the Council under signature of the Chairman of the meeting at which the order was passed. The Treasurer shall be ex-officio member of all committees appointed by the council involving financial implications and shall be the Chairman of the Finance Committee.

- 12.2. The Treasurer shall maintain all proper books of account and shall not cause them to be removed from the registered office of the Society.
- 12.3. Any member may inspect the books of account after giving the Treasurer at least a notice of seven days, and the Treasurer shall allow such member to inspect the account.

13. Auditor

There shall be an Auditor appointed at the Annual General Meeting who is not a member of the Council and shall audit the accounts of the Society for the year. Books of accounts shall be kept open for inspection by the members on requisition.

14. Amendments.

No part of this Constitution and Regulations shall be amended except by a formal proposal of an amendment followed by an opportunity for discussion at the Annual General Meeting and by a letter ballot. Proposal for amendment may be made by the Council, or by a proposal submitted to the President signed by not less than eight fellows of the Society. The Secretary shall distribute copies of the proposed amendment to all members of the Society together with a report thereon by the Council not less than three weeks before an Annual General Meeting and an opportunity shall be given for discussion in the meeting. Not more than two months after this meeting, the Secretary shall again distribute copies of the proposed amendments accompanied by ballot forms. An amendment proposed in this manner shall be submitted in the original form. An amendment pro-

posed by the council may, at the discretion of the Council, be submitted with modifications made in the light of discussions at the Annual General Meeting. No ballot shall be counted unless marked by a qualified voter to indicate his choice, returned to the Secretary in a sealed cover bearing the voter's name, and received by the Secretary not later than the date specified by him upon the ballot form. The adoption of any amendment shall require affirmative votes of not fewer than three-fourths of the members voting. The ballots shall be counted by tellers appointed by the President, and results announced at the next General Meeting of the Society following the count.

Bye-Laws

15. Dues

- 15.1. The subscription of Fellows shall be Rs. 400/- per year, of Associates Rs. 200/- per year, and of Corporate Members Rs. 5,000/- per year.
- 15.2. Subscription shall become due in advance on the first January of each year.
- 15.3. The full annual subscription shall be due from a Member elected any time during the year.
- 15.4. No member, whose subscription is in arrears upto the date of the Annual General Meeting, shall be permitted to enjoy the rights, or exercise the privileges of a member until, he shall have paid up all arrears due from him.
- 15.5. No subscription shall be due from Honorary Fellows and Benefactors of the Society.
- 15.6. The life Composition Fee for a Fellow of the Society shall be equal to 10 annual subscriptions payable in one instalment.
- 15.7. Any member already belonging to the Society may at any time compound for his future subscriptions as a Member, by the payment of the above compounding fee less 10 percent for each annual subscription which he may have already paid, provided always that under no circumstances shall the composition fee be reduced below

Rs 400/-. This will not apply to a member who has not paid up all his arrears. He will first have to become a current member in order to be considered for lifemembership.

- 15.8. A Fellow who has been a member of the Society for not less than fifteen years may upon his request to the Council, be placed upon a retired list. He will not enjoy the privileges mentioned in the regulations numbered 4.1 to 4.4 inclusive, but his name will appear in the membership list. and he shall receive notices of meeting, annual reports, bulletins and such other publications of the Society as may be decided by the Council.
- 15.9. The subscription of Overseas Fellow, Corporate and Associate shall be USD \$ 40,000, USD \$ 200, USD \$ 20 respectively per year.
- 15.10. The Life composition fee for Overseas Fellows shall be equal to 10 annual subscriptions.
- 15.11. The Life composition for a Corporate Member shall be Rs. 30,000/- and for overseas Life Corporate, USD \$ 3000
- 15.12. All Life composition fees shall be payable at most in two installments.

16. Cessation of Membership

- 16.1. Any member may withdraw from the Society signifying his wish to do so by a letter addressed to the Secretary.
- 16.2. A letter of withdrawal may be cancelled, at the request of the sender, within six months of its receipt by the Secretary, on payment of all sums for which the Member would have been liable had his membership not been interrupted ; and he shall thereupon recover all rights of membership without re-election.
- 16.3. Any member who shall cease to be a Member of the Society either by voluntary withdrawal or by forfeiture of his membership, shall continue to be liable for the payment of the annual subscription until he shall have returned all books or other properties (if any) borrowed by him of the Society, or shall have made full compensation for the same if lost, damaged, or not forthcoming.

- 16.4. A Fellow will also be liable for the payment of the annual subscription for the years for which any Journal was sent to him provided a timely intimation was not sent by him to the office of the Society.
- 16.5. Members, who have withdrawn from the Society shall be eligible for re-election.
- 16.6. If the dues of any Fellow or Associate remain unpaid for one year, he will cease to receive any publication of the Society. After the second year of non payment of dues, the council shall, after due notice, revoke his name from the membership list.
- 16.7. If a Fellow, whose name has been removed from the membership register for non payment of dues, wishes at any subsequent date to be re-elected as a new Fellow, he will have to pay up at least one year's dues before his application can be considered.
- 16.8. The Council shall have power to remove from the Society any Fellow who has been convicted by a competent tribunal of felony or misdemeanour.

17. Meetings

Annual General Meeting, shall be held on a day to be determined by the Council, between the 15th of Dec. and the following 31st of March. At the Annual Gen. Meeting there shall be a business session for reports of officers, election of the office bearers and other members of the Council for the ensuing year and other items of business.

18. Meeting of the Council

- 18.1. There shall be at least two meetings of the Council in each year.
- 18.2. The President shall convoke the Council in special meeting whenever the affairs of the Society require it.
- 18.3. A request to the President made in writing by five members of the Council shall render the convocation of the Council obligatory.

19. Presidential Address

It shall be the duty of the President to deliver an address before the Society at the Annual General Meeting terminating his tenure.

20. Committees

The Council may appoint special committees or sections for consideration of special subjects entrusted to them. Each committee authorized by the Council or by the Society shall be considered automatically discharged at the close of the Annual General Meeting next following the authorization of the committee unless specific action to continue the committee be taken by the Council or by the Society. If continuance of a committee is authorized a new appointment of members shall be made and no former member shall continue on the committee unless re-appointed.

21. Local Branches of the Society

A group of Fellows not less than fifteen, residing within a state of India or union territories may form with the approval of the Council a local chapter of the Society. Local chapter can organize meetings for discussions and symposia and they will receive ten percent per valid membership fee of only categories of Fellow associated with that particular chapter. Prior consent of the fellow in writing is necessary for his association with a particular state chapter. The state chapter may nominate one member as an invitee at the Executive Council. He will be eligible for taking part in the deliberation of the Executive Council without voting right.

22. Journals

- 22.1. Each member of the Society who has paid his dues in full shall be entitled to receive the Journal published by the Society.
- 22.2. No publication shall be sent to a Fellow whose subscription is in arrears for more than two years.

22.3. Currently an individual member will have access to electronic version of the society's journal.

23. Financial Year

The financial year of the Society will be from 1st April of any year to 31st March of next year. The audited accounts of income and expenditure of any year will be passed in the first Annual General Meeting held after the closing of the year.

24. Amendments

No alteration of the Bye-laws shall be made except upon recommendation of the Council and by a three-fourths vote of the members present at the Annual General Meeting of the Society.