

**RULES AND BYE-LAWS/CONSTITUTION OF THE OIL TECHNOLOGISTS'
ASSOCIATION OF INDIA
(With Effect from 1.4.2005)**

MEMORANDUM

1. The name of the association shall be the "Oil Technologists' Association of India" shortened to OTAI. The name may be changed, if so desired by two-thirds of its members.
 - 1.1 The Association will have its logo and which shall be printed on all the letterheads and all other stationery required for official correspondence.
2. The Headquarter of the Association shall be in Kanpur or at any place hereinafter decided by two thirds of its members, having voting power which shall be done by secret ballot.
3. The objectives of the Association are:
 - 3.1 To promote the cause of an all-round, rational and economic development in the country of the oilseeds, oils and fats, (edible / inedible), and derived industries, such as soaps and surface coatings, and of such related areas as synthetic detergents, lubricants, fuels, oleo chemicals, toiletries, cosmetics and allied products.
 - 3.2 To encourage research, development, education and training in the above areas.
 - 3.3 To advance the manufacture, trade and commerce in commodities and products pertaining to the above areas .
 - 3.4 To promote the design and manufacture of equipment, machinery and processing units employed in relevant Industries.
 - 3.5 To assist in the formation of standards, specifications and laws pertaining to raw materials and finished products.
 - 3.6 To promote the competence and integrity of those engaged in these fields of activity, to help raise their professional standards.
 - 3.7 To foster the exchange and dispersal of knowledge and information in relevant fields among professionals and the public, and to furnish advice to Government, law-makers and important agencies on matters concerning the association's areas of activity.
 - 3.8 To print, publish and circulate journals, periodicals, books, papers, reports and other technical and commercial literature related to its fields of activity.
 - 3.9 To establish and maintain Libraries, Museums and Research & Testing Laboratories.
 - 3.10 To promote seminars, trade fairs and exhibitions.

- 3.11 To foster active institutional linkages with both national and international organisations having objectives and activities similar to those of the Association.
- 3.12 To take such other steps as may be necessary to promote the above areas and objectives of the Association.
4. The Association shall not make any dividend, gift, division or bonus in money to or between any or members, but may in good faith pay honorarium or remuneration to its office-bearers or members for specific purposes.

RULES AND BYE-LAWS

1. MEMBERSHIP

- 1.1 The Membership of the Association shall be open to all persons and recognised organisations interested in promoting the objects of the Association and who, in the opinion of the council of the Association, have the necessary qualifications hereinafter prescribed.
- 1.2 Every member of the Association will be expected :
 - 1.2.1 To acquaint himself with the objectives, rules and bye-laws of the Association and to exert himself to foster and uphold them worthily.
 - 1.2.2 To conduct himself at all times in such a way as to enhance the dignity and ethical and professional standard of the Association by his actions, behaviour, language, etc. Accordingly applicants to membership will vouch for the same, by declaration in the membership application form as per code of conduct appended in Appendix-I.
 - 1.2.3 To work for the public welfare and for the advancement of science and technology for the good of humanity.
- 1.3 There shall be seven categories of membership:
 - 1.3.1 Patrons
 - 1.3.2 Honorary Fellows
 - 1.3.3 Life Members
 - 1.3.4 Corporate Members
 - 1.3.5 Fellow Members
 - 1.3.6 Affiliate Members
 - 1.3.7 Student Members

2. QUALIFICATIONS & ADMISSION

Election and admission to the various categories of membership of the Association shall be as follows:

2.1 **Patrons**

Individuals interested in the advancement of the objectives of the Association, who contribute a lump sum of Rs. 50,000/- (Rupees Fifty thousand) or more to the funds of the Association, shall be considered by the Central Executive Council (CEC) for declaration as Patrons of the Association.

2.2 **Honorary Fellow**

2.2.1 Individuals with outstanding academic and professional achievements in science and technology and especially in the areas of the activity of the Association as described in its Memorandum, or who have rendered special services to the development of those areas or who have been Fellow Members of 25 years standing and have retired from active practice of their profession, shall be eligible for election as Honorary Fellows.

2.2.2 Nominations for Honorary Fellows shall be made in writing to the ZEC by not less than 25 Fellow Life members. ZEC will scrutinise the application and if ZEC feels that the NOMINEE deserves to be elected as Honorary Fellow Member, they will forward the nomination with recommendation to the CEC for final approval. Honorary Fellows on the roll of the Association at any time shall not exceed 3 percent of the total zonal membership excluding student membership.

2.3 **Fellow Member**

Candidates for Fellow Membership shall be graduates in technology or engineering or postgraduates in science, with at least THREE years professional experience in the field or Doctorates in any of the above field. The CEC shall demand a high standard of qualifications and experience from candidates for Fellow Membership. See also para 2.6.2.

2.4 **Life Member**

Individuals interested in the areas of activity of the Association by practice or profession, who fulfil the qualifications laid down for Fellow Members (Clause 2.3) and whose admission the Zonal Executive Committee (ZEC) considers would promote the interests of the Association, are eligible to apply on the prescribed form for Life Membership, supported by two fellow Members of the Association. See also para 2.6.2.

2.5 **Corporate Member**

Firms, Companies, Associations and Institutions interested in or connected with the area of activity of the Association and whose admission the ZEC considers would promote the interests of the Association, shall be eligible to apply on the prescribed form for admission as Corporate Members.

The representative of the organisation cannot become an office-bearer of the Association.

2.6 **Affiliate Member**

- 2.6.1 Candidates seeking admission as Affiliate Members should be graduates in any discipline and working in the field of oils and allied industries. However CEC at its discretion can enroll any person with any qualification as Affiliate Member but those persons should be currently engaged in areas of activity relevant to the Association or are in the trade of oils and other allied products for last five years.
- 2.6.2 Affiliate members having graduation degree shall be eligible to apply for election as Fellow Members provided they have completed five years as Affiliate Member.

2.7 **Student Member**

- 2.7.1 Candidates seeking admission as Student Member shall be at least students of a B.Sc Tech. or equivalent course or M.Sc in chemical sciences or should be receiving technical education or practical training in same branch of the areas of activity of the Association in a duly recognised Institution or industry in India.

Applications should be made on the prescribed form for such membership duly recommended by the Head of the Institution or Department or Factory where training is being received.

Such membership will be for a limited term and proof of the date of completion of such course of training will be required, institutional address will be used for communication, sending journals, etc.

- 2.7.2 Students working for their Post Graduate degrees and are in receipt of fellowship or any other financial aid are not eligible to apply for the election as Student Member. However, they can apply for Affiliate Membership.

2.8 **Approval of Membership**

- 2.8.1 Applications or nominations for admission to any class of membership in the prescribed format, accompanied by the prescribed fees, shall be scrutinised by the Zonal Secretary for the eligibility and if meets the desired requirements for the class of membership applied for, then application shall be put in the respective Zonal Executive Committee (ZEC) for approval.
- 2.8.2 ZEC after its approval shall transmit the application to the CEC for final approval and placement on the membership roster.
- 2.8.3 Decision by the ZEC/CEC will be final. However, if any application is rejected, reasons for rejection of membership shall be given to the Zones within 3 months from the date of application. Zones should then write about the anomalies to the applicant.
- 2.8.4 If any application is rejected, the fees will be refunded.

2.8.5 All the Members will be issued an Identification Card. The new members will be advised by the respective zones to download the Bye-laws from the OTAI-website (www.otai.org).

2.8.6 General body approval shall not be required for the acceptance of membership.

2.9 **Transfer of Membership Category**

A member desiring to be transferred from one class of membership to another shall make a formal application to this effect to the respective ZEC along with the difference both in the admission and the membership fees if any, for approval. The ZEC will follow same procedure for the transfer of membership as detailed in clause 2.8. Member will get new membership number as per the category of the membership he/she is transferred to.

3. **RIGHTS AND PRIVILEGES OF MEMBERS**

3.1 **Honorary Fellow**

3.1.1 An Honorary Fellow is exempted from paying the admission fee and the annual subscription.

3.1.2 He will be special invitee in all OTAI Seminars/Annual Conventions.

‘He’ be read as ‘He/She’ in above and following clauses.

3.1.3 He shall enjoy the same rights and privileges as a Fellow Member.

3.2 **Patron**

3.2.1 A patron shall enjoy the same rights and privileges as a Fellow Member.

3.3 **Life Member**

A life Member shall have all the rights and privileges of a Fellow Member.

3.4 **Corporate Member**

3.4.1 Every Corporate Member shall have the right to nominate one representative while becoming a member who shall attend General Body Meetings and act on its behalf.

3.4.2 He can propose candidate for admission or nominate candidate for the elective positions of the Association.

3.4.3 He shall not have voting rights and cannot hold any office of the Association.

3.4.4 Corporate members can change their representative by giving 3 months advance intimation to the Association.

3.5 **Fellow Member**

A Fellow Member shall have the right

3.5.1 to be present and to vote in all general body meetings of the Association.

3.5.2 to propose candidate for admission into the Association.

3.5.3 to receive a copy of such publications of the Association as the CEC / ZEC may determine.

3.5.4 to hold any office of the Association on the CEC, ZEC and Central Committee or other committees representing the Association as per the eligibility prescribed.

3.5.5 to nominate members to elective positions and to vote as described in the by-laws.

3.6 **Affiliate Member**

An Affiliate Member shall have the same rights and privileges as a Fellow Member as detailed in clause 3.5 except 3.5 (d) i.e., he shall not be eligible to hold any office in the CEC, ZEC. etc., but will receive a copy of such OTAI publications as the CEC / ZEC may decide.

3.7 **Student Member**

A Student Member shall have the right to be present at all general body meetings of the Association. He shall not be eligible (a) to exercise the right to vote, and (b) to hold any office whatsoever.

4. **CONTRIBUTIONS, ADMISSION FEES AND ANNUAL SUBSCRIPTIONS**

4.1 The contribution/admission fee and annual subscription for various categories of membership will be as follows reckoned from April 1 of every year.

Category of Membership	India (a)		Overseas (b)	
	Admission Fee (Rs.)	Annual Subscription (Rs.)	Admission Fee (US\$)	Annual Subscription (US\$)
Patron	Lump sum Contribution of not less than Rs. 50,000 or US\$ 2,500 for overseas.			
Life Member	Lump sum Contribution of not less than Rs. 2,000/- for new members and Rs. 1,500/- for a Fellow Member with 5 years standing or US\$ 500 for new overseas members and US\$ 300 for old overseas members.			
Corporate	1000	2000	100	500
Fellow	200	300	25	50
Affiliate	200	300	25	50
Student	50	60	10	15

4.1.1 Include countries with similar postage rates as within India.

4.1.2 Includes the postage charges by surface mail. For Airmail US\$ 20 shall be charged extra.

4.2 Payment of subscription

4.2.1 All subscriptions are payable in advance before the commencement of the financial year.

4.2.2 Those members who have not paid the current year's subscription by September 30 and who are not on the rolls by September 30 of the year preceding the election year shall not be eligible to stand for office in the ZEC/CEC or to vote in that year.

5. RESIGNATION, TERMINATION, RE-ADMISSION

5.1 A member wanting to resign from the membership of the Association shall intimate his desire in writing to the Secretary of the Zone/General Secretary of the Association. He will be liable to pay the annual subscription and all other dues till the date of receipt of his intimation. For this and for other purposes, part of a year will be counted as one year.

5.2 The ZEC may recommend to the CEC the termination of membership of any person in any category of membership in the Association, whose continuation, in its opinion is detrimental to the interests and status of the Association. The decision of the CEC shall be final.

5.3 A member who is in arrears of his subscription beyond the due date, viz. March 31, of the previous year, will be liable for termination of membership. A notice in writing shall be issued to him not later than September 30 of the current year. Any member who is in arrears of subscription for two consecutive years shall be given a notice for termination of membership. The matter of termination of membership shall also be referred to CEC through respective ZEC.

5.4 Re-admission of a member who has resigned or whose membership has been terminated will be considered by the CEC on written request and after payment of all outstanding dues together with the appropriate admission fees.

6. FUNCTIONING OF THE ASSOCIATION

6.1 The activities of the Association shall be co-ordinated by the President (and Hony. Gen. Secy.) and carried out by its five authorised Zones and its Local branches, in various parts of the country.

6.2 The Zones shall cover the following existing States and shall be located in the following cities:

Zone	Zonal Headquarters	States served
Central	Kanpur	Madhya Pradesh, Chattisgarh, Uttaranchal, Uttar Pradesh (excluding Meerut Division)
Northern	Delhi	Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Meerut Divn. of Uttar Pradesh and Rajasthan.
Eastern	Calcutta	Assam, Bengal, Bihar, Jharkhand, Orissa (Utkal), Sikkim and N.E. States
Western	Mumbai	Gujarat & Maharashtra, Goa
Southern	Hyderabad	Andhra Pradesh, Kerala, Tamilnadu, Karnataka & Pondicherry

(In future new states ect. will be accomodated suitably.)

6.2.1 Foreign members can be affiliated to any Zone.

6.2.2 Members shall have an option to become a Member through anyone of the five Zones falling under the jurisdiction of his place of work or place of residence.

6.3 Local Branches of the Association may be formed in centres other than the Zonal Headquarters with a minimum membership of 50. Such Local Branches will be affiliated to the appropriate zone(s), which will themselves be affiliated to the Headquarters.

6.4 The President and Hony. Gen. Secy. of the Association shall function as co-ordinating body for the activities of the Association, including those of its zones and of the various Central and other committees of the CEC, as well as with Indian and foreign associations.

6.5 **Collection and distribution of the fees**

6.5.1 The admission fees and annual subscription shall be collected against receipt by the respective Zones.

6.5.2 The Zones shall forward the entire admission fee of all the membership categories and 25% of the annual subscription fee of Corporate, Fellow, Affiliate and Student Membership and 25% of life and Patron member's contribution to the Head Quarter (HQ) and retain 75% of the annual subscriptions and 75% share of Life and Patronship contribution.

6.5.3 The Zonal office will allot to any Local Branch in the Zones 50% of the annual subscription of that Local Branch Membership.

6.5.4 "The Zones will contribute @' Rs.75/- per member to the Publication Committee towards publication of journal" or as decided by the All India General Body Meeting by June 30th of the current financial year.

6.5.5 In case of non receipt of this contribution, Publication Committee has a right to discontinue Issue of JOTAI to the defaulting Zone Members.

6.5.6 25% of the savings resulted from the Annual Conventions, including any activity clubbed with it, organised by respective zones OR Rs. 50,000/- whichever is higher shall be transferred to the Head Quarter.

50% of the money received by the HQ shall be transferred to the publication Committee Accounts.

6.6 Application of Funds

6.6.1 Any other funds raised by the Headquarters/Zones/Local Branches shall remain with the respective bodies for their activities, which shall be utilised as per the decisions taken by the respective ZEC in accordance with the objectives of the Association outlined in the Memorandum of OTAI.

6.6.2 Funds raised by any Central Standing Committees will remain with the respective standing committee irrespective of its location standing committee accounts at the HQ. These funds shall be utilised by the respective standing committees with the prior sanction of the CEC or by getting their annual budget sanctioned by CEC General Body Meeting.

7. CENTRAL EXECUTIVE COUNCIL (CEC)

7.1 Purpose: The affairs of the Association will be administered by the Central Executive Council (CEC) situated at Head-quarters, which will formulate overall administrative, financial and policy decisions, co-ordinate the activities of the Zones and all the Central Standing Committees, organise the Annual General Body Meetings, Annual Convention of OTAI and any International Seminar / Function. CEC can delegate these functions to any ZEC if decided by the majority.

7.2 Term

Each CEC will have a term of 2 years.

The new CEC will take over at the AGM of the Election year. However AGM must be held before 30th November every year.

7.3 Functions

7.3.1 To decide all policy matters concerning membership.

7.3.2 To appoint OTAI representatives when and where required.

7.3.3 To determine publication policies.

- 7.3.4 To control & monitor the Funds of Headquarters and that of all other Central Standing Committees by way of budget expenditure, investment, taxes and so on.
- 7.3.5 To give directive to all the Zones to monitor their funds, if found necessary.
- 7.3.6 To co-ordinate with various Government Bodies for the recognition of the Association and tackle all Income Tax and related issues.
- 7.3.7 To perform any other function to safeguard the interest of the Association, such as in an administrative or financial emergency.
- 7.3.8 To recommend about any amendments / changes in the Rules and bye laws of OTAI to the General Body.
- 7.3.9 To organise Annual Conventions of the Association with the help of various zones.
- 7.4 **Composition : The CEC shall consist of the following, the mode of election of each also being shown :**

Office Bearer	Number	Mode of Election
President	1	Section 7.5.1
Vice-President (HQ)	1	Section 7.5.2
Hony. General Secretary	1	Section 7.5.2
Hony. Jt. General Secretary	1	Section 7.5.2
Hony. General Treasurer	1	Section 7.5.2
Zonal Presidents	5	Members (Ex-officio)
Hony. Secretaries of five zones	5	Members (Ex-officio)
Hony. Treasurers of five zones	5	Members (Ex-officio)
Immediate Past President	1	Member (Ex-officio)
Immediate Past Hony. General Secretary	1	Member (Ex-officio)
Immediate Past Hony. General Treasurer	1	Member (Ex-officio)
Editor J.O.T.A.I.	1	Member (Ex-officio)
Vice-President, Publication Committee	1	Member (Ex-officio)
Vice-President, International Co-ordination Council	1	Member (Ex-officio)
Vice-President. Research, Investigation & Implementation Committee	1	Member (Ex-officio)
Vice-President, Building Committee	1	Member (Ex-officio)
Two Nominees from each zone	10	-
Co-opted Members	4	-
TOTAL	42	

Special invitees may also be invited to each meeting of the CEC without any voting rights.

7.5 Elections

7.5.1 President: Any member of the Association in good standing may, during an election year, forward to the ZEC for election as President, the name of any bonafide eligible member of OTAI, carrying the written consent of the candidate. These names will be scrutinised by the Hony. Secretary of the Zone as detailed in clause 7.6.

7.5.1.1 Vice President (HQ) will be elected from the zones as per procedure mentioned in 7.5.1.

7.5.2 Hony. General Secretary, Hony. Jt. General Secretary and Hony. General Treasurer. These positions will be filled from among OTAI members resident at HQ or at any place where HQ may be shifted as per provision in Rule 2 (Page 1). Any member of the Association, in good standing may, during an election year, forward to the ZEC the name of any bonafide eligible member of OTAI resident at the Head Quarter, carrying the written consent of the candidate, for election to one of the four posts. The Hon. Secretaries of the respective ZEC involved will scrutinise the names and forward them to the Headquarters for election as per the procedure laid down in clause 7.6.

7.5.3 All the five Zonal Secretaries shall be Ex-officio members of CEC.

7.5.4 Editor JOTAI and Vice Presidents of all the Central Standing Committees such as the Publication Committee, Building- Committee, International Co-ordination Council and Research Investigation and Implementation Committee will be nominated by each new CEC at its first meeting and will hold office for not more than two consecutive terms. Vice President of any of these Standing Committees shall not be from the Ex-Office CEC Members and Zonal CEC representatives.

7.5.5 The election to the offices shall be organised by the CEC between September, 30 (preceding to the election year) and March 31 of the election year.

7.5.6 Members of the Association who are in arrears of subscription after September 30 of the current financial year, shall not be eligible for election/nomination to any office of the Association.

7.5.7 In case of a tie, the casting vote shall be cast by the President of the Association.

7.5.8 The President and other office-bearers of the CEC/ZEC, Vice Presidents of various General Standing Committees, Editor of JOTAI shall be eligible for re-election for a second-consecutive term, but shall not hold the same post for more than two consecutive terms.

7.6 Procedure for conducting elections for CEC/ZEC

7.6.1 Election procedure shall begin in the month of September preceding to the election year of the CEC / ZEC and shall be completed before 31st March of the election year.

- 7.6.2 CEC/ZEC shall, in its meeting to be held before 30th September preceding to the election year, appoint an election board consisting of TWO members, WHO, i) shall not contest election for any post during that period and ii) may be from any location irrespective of the Zonal or Headquarter's location.
- 7.6.3 Hony. General Secretary / Zonal Secretary shall help this election board for conducting an election.
- 7.6.4 Hony. General Secretary / Zonal Secretary shall call for the nominations for all the elected posts on or before 15th October and after scrutinising their eligibility, in consultation with the President/ Zonal President shall forward all the eligible nominations to the respective election board. All the nominations for the CEC positions shall be forwarded by the Zonal Secretary to the Hony. General Secretary who shall forward these nominations to the respective election board. Election Board shall then make necessary arrangements to inform names of all contestants to the candidates.
- 7.6.5 Members desiring to withdraw their nominations can do so by writing a letter to the respective Zonal Secretary on or before 15th November, who, after receiving such withdrawal letter(s) shall immediately forward the same to the respective election board for CEC positions through Hony. Gen. Secretary.
- 7.6.6 National election board shall then send the list of all the eligible candidates to those CEC members who are eligible to vote by post on or before 15th of December, for expression of choice by secret postal ballot.
- 7.6.7 Ballot papers shall be received back by Hony. General Secretary on or before 31st January.
- 7.6.8 All the received ballot papers shall be opened by both the members of the Election Board in the presence of Hony. Gen. Secretary and Treasurer, President of the Zone where Head Quarter is located, and all the candidates in case they desire to be present. Counting shall be done immediately in their presence and results shall be prepared and signed by them and those who were present during that time.
- 7.6.9 Hony. General Secretary shall then communicate the results in writing to all the CEC Members on or before 31st March. All the elected Members shall take charge in the Annual General Meeting to be held on or before September 30th after its ratification. President-elect and HGS elect will be invited-members of CEC meetings till they take charge.
- 7.6.10 In case of any eventuality to the elected Member(s), either by resignation or death, before assuming the charge of the office in the CEC/ZEC, any other eligible member nominated by two third members of the outgoing CEC/ZEC, shall assume the charge of the office as mentioned in clause 7.6.8. In any case Fresh Election shall not be conducted.
- 7.6.11 In case of any eventuality to the elected member(s), either by resignation or by death, who has already assumed the office of the CEC/ZEC as President, Vice-

President(s), Secretary / Jt. Secretary & Treasurer, the respective CEC/ZEC shall nominate the Member from the existing CEC/ZEC members, by two third majority of the members present, for the above mentioned vacant positions for the remaining tenure. However, for the post of Member, CEC/ZEC can co-opt, by two third majority, any OTAI eligible member. Other vacancies in the Council between two consecutive annual general body meetings shall be filled by nomination by the Council.

7.6.12 All the Ex-Officio positions in the CEC will not require ratification by All India General Body Meeting as the respective Zonal General Body's ratification enables them to become an ex- officio member of the CEC.

7.7 The president shall preside over all meetings of the CEC. In his absence, the Vice President (HQ) and if he is not present, the members shall elect any other Zonal President to preside, or in their absence, any other member.

7.8 Seven (7) persons shall form the quorum of the CEC Meeting.

7.9 The Headquarters shall consolidate the Zonal and Central Committee's accounts with their own account and shall submit the audited statement of accounts and balance sheet of the year ending 31st March, certified by approved Chartered Accountants before following 31st August.

8. ZONAL EXECUTIVE COMMITTEE (ZEC)

8.1 **Composition: The ZEC will consist of the following:**

Office bearers	Number
President	1
Vice-President (Elect)	2
Vice-President (Nominated)	2
Honorary Secretary	1
Honorary Joint Secretary	1
Honorary Treasurer.	1
Ex-officio:	
Immediate Past-President	1
Immediate Past-Hony. Secretary	1
Immediate Past-Hony. Treasurer	1
Others:	
Members	10
Co-opted Members	4
Total	25

8.1.1 New elected ZEC will nominate Vice-President (nominated).

- 8.2 All positions in the ZEC except Co-opted Members shall be elected by postal ballot.
- 8.2.1 Same person shall not hold same office for more than two consecutive full terms.
- 8.3 Election Procedure for ZEC:
- 8.3.1 The procedure for the election of ZEC remains the same as described in clause 7.6 except the subclauses 7.6.6 to 7.6.9 and 7.6.12.
- 8.3.2 Clause 7.6.6 shall read as "Zonal election board shall then send the list of all the eligible candidates to all the eligible voters through Zonal Secretary for expression of choice by secret postal ballot, on or before 15th of December".
- 8.3.3 Clause 7.6.7 shall read as "ballot papers shall be received back by Zonal Secretary on or before 31st January".
- 8.3.4 Clause 7.6.8 shall read as" all the received ballot papers shall be opened by both the members of the election board in the presence of Zonal President, Secretary, Treasurer and all the candidates in case they desire to be present. Counting shall be done immediately in their presence and results shall be prepared and signed by them and those who were present during that time".
- 8.3.5 Clause 7.6.9 shall read as Zonal Secretary shall then communicate the results in writing to ZEC and after its approval, to all the Zonal OTAI Members on or before 10th April. After the ratification of their election by Zonal (annual or extraordinary) General body, the elected Members shall take charge in the Annual General Meeting of the Zone; to be held on or before July 31st.
- 8.3.6 ZEC members who do not attend minimum 50% of ZEC meetings shall not be eligible to contest for next election.
- 8.4 **Tenure:** The ZEC will function for a 2 year term.
- 8.5 The ZEC will follow the functions set out for corresponding office-bearers of the CEC.
- 8.6 The President of the Zone shall preside over all meetings of the Zonal Executive Committees. In his absence, Vice-President will preside over the particular meeting and if neither of the two is present, the Zonal Executive Committee shall elect its own Chairman for the meetings.
- 8.7 Five (5) (excluding invitees) persons shall form the quorum for the Zonal Executive Committee Meetings.
- 8.8 An audited statement of accounts and a report of activities will be submitted by each ZEC to Headquarters by April 30, each year.

8.9 All vacancies of ZEC should be filled as mentioned in 7.6.

9. LOCAL BRANCHES OF THE ZONES

9.1 The activities of the local branches shall be administered by a Local Co-ordination Committee (LCC) who will hold office for a period of two years. The LCC of the Local Branch shall consist of at least a Chairman, Co-ordinator and three members who will be chosen by the members of the Local Branch by any democratic procedure.

9.2 The Chairman of the Branch shall preside over the meetings of the LCC and the Co-ordinator shall function as the 'Secretary cum-Treasurer'.

9.3 Three (3) persons shall form the quorum of the LCC.

9.4 The Branch shall submit to the Zonal Headquarters by April 30 of every year an annual report of the activities of the Branch and a statement of accounts of the year upto March 31 for the purpose of consolidation of the Zonal accounts.

9.5 The Local Branches of the Zones may collect their own local membership subscription and forward it to the Zonal Headquarters for further action according to these rules.

10. ANNUAL GENERAL MEETINGS & CONVENTION

10.1 It shall be obligatory to hold at least one General Meeting of the Association a year, and shall hold a Convention once each year.

10.2 The time and place of the Annual General Meeting (AGM) shall be fixed by the CEC and shall be announced by the Honorary General Secretary at least 4 weeks before the date of the meeting.

10.3 All notices of motions for consideration at the AGM shall be submitted to the Honorary General Secretary so as to reach him at least 3 weeks before the date of the meeting.

10.4 The President of the Association shall preside over the AGM. In his absence, the Meeting may elect as Chairman from one of the Vice-Presidents present, or in their absence, any member of the CEC present.

10.5 Fifty (50) members, who are entitled to vote (which excludes student member) shall form the quorum for the Annual General Meeting. An adjourned meeting will not need a quorum.

10.6 The following business shall be obligatory for the Annual General Meeting :

- 10.6.1 Presentation of the minutes of the last AGM and of any Extra-ordinary General Body Meeting.
- 10.6.2 Presentation of the Annual Report, which should contain a statement of activities of Headquarters, Zones, Local Branches and Central Standing Committees.
- 10.6.3 Passing of the audited statement of accounts and balance sheet of the year.
- 10.6.4 Sanctioning of the budget for the following year based on budget estimates received from Headquarters and all the Central Standing Committees.
- 10.6.5 Announcement of the name of the office-bearers and other elected members of the CEC in every election year.
- 10.6.6 Appointing of an Auditor and fixing his remuneration.
- 10.6.7 Consideration of any resolutions or recommendations put up by the CEC or members (clause 10.3)
- 10.6.8 Such other business as President may allow.
- 10.7 At least 25 members in good standing, which exclude student members, shall form a quorum for a Zonal Annual Meeting. An adjourned meeting will not need any quorum. The items of business for an AGM outlined in 10.6 shall serve as a guideline for the Zonal Annual Meeting.

11. EXTRA-ORDINARY GENERAL MEETING

- 11.1 An extra-ordinary General Meeting (EGM) shall be summoned by the CEC/ZEC either when it receives a requisition signed by not less than 25 members, or when it is of the opinion that there is business of special urgency to be transacted.
- 11.2 No business shall be considered at an extra-ordinary general meeting other than that for which it is summoned.

12. POWERS & FUNCTIONS OF THE OFFICE - BEARERS OF THE HEAD QUARTERS OF THE ASSOCIATION

This clause defines the powers and functions of O.B's at the Headquarters. These will also be observed as the guidelines for Zonal office-bearers.

12.1 President

- 12.1.1 He shall be the executive and administrative head of the Association and the other office - bearers shall work under his instructions and guidance, subject to the existing regulations.

12.1.2 He shall preside over all the meetings of the association in which he shall have a casting vote. In his absence, the Vice President (HQ) for CEC meetings or any other Zonal President or in their absence, any other member elected to preside over the meeting, shall have the same power as President.

12.1.3 The President shall control the finances of the Association and shall sanction expenditure on the basis of the budget approved by the Association at the AGM, and on the basis of account-systems and procedures to be adopted by concerned office bearers viz. HGS/HGT, Auditors and office bearers of zones and CSC's.

(i) Based on relevant clauses mentioned under 12.3 and 12.5 in Constitution, the systems, procedures, records, formats for A/c. be drafted and standardised in consultation with Auditors, and be practised uniformly by HGS & HGT.

(ii) Such documents and records be updated and reconciled every Quarter, duly audited by the Auditor, for presentation to the CEC at their Quarterly meetings.

(iii) Since Accounts of CSC's are centralised at HQ, similar systems, procedures records and formats be practised by VP's of CSC's and HGS & HGT.

(iv) Since the A/c of the Zones form a part of consolidated statement of Annual A/c, similar systems, procedures, records and formats be practised by Zonal Secretaries & Treasurer duly controlled by Zonal Presidents. (Refer also (i))

(v) The summary of similar accounts of CSC's and Zones will also be presented at Quarterly CEC's Meetings.

(vi) Since Zonal Accounts include accounts relating to Income and Expenditure of Seminars, similar systems, procedures, records and formats be evolved separately for Seminar-accounts, and for Annual Convention, to be practised by the Zones. (Note: Annual Convention A/c. of the Zone be audited separately).

(vii) Sanction of Expenditure at HQ on the basis of CEC-approved-budget will form part of above systems and procedures, with the addition that all expenditures of Rs.10,000/- and above in anyone head/Sub-head (other than publication and postage of OTAI Journal) will be referred by-mail to the President for sanction against approved budget, before such expenditure is incurred.

(Note: All expenditures above Rs 1,000/- shall be paid by A/c. payee-cheque only. All receipts shall be acknowledged with proper receipts, with counter-foil for records, such receipt of funds duly deposited in Bank Account. All vouchers for payments be counter-signed by VP at Centre, Zones and CSC's as the case may be.)

(viii) Appointment of Auditors will be made as per defined guideline, approved by CEC.

- (ix) The President shall be empowered to have the 'Records' perused and the Accounts counter-audited by his nominated auditors during March and September, well before he is called upon to sign the Annual A/c.

With Reference to Point (viii) above the following guidelines is appended :-

- “(i) At each annual general meeting shall be appointed one or more properly qualified auditor or auditors to hold Office until the next AGM.
- (ii) Every such auditor or auditors shall be a member of the Institute of Chartered Accountants of India and shall hold a Certificate of Practice granted by that Institute.
- (iii) The Council may fill any casual vacancy in the Office of Auditor to hold Office until the next AGM, but while any such vacancy continues, the surviving or continuing Auditor or Auditors (if any) may act.
- (iv) The remuneration of the Auditors shall be fixed at the AGM at which they are appointed except that the remuneration of any Auditor appointed to fill any casual vacancy may be fixed by the Council.”

12.1.4 He shall be constitutional head of all the Central Standing Committees and shall guide and control all the activities of these Committees.

12.2 Vice President

12.2.1 The Vice-President (HQ) shall perform the duties and exercise the privileges of the President during his absence or when specially required by the President to do so.

12.2.2 Vice-Presidents in charge of the Central Standing Committees shall perform the functions specified for the respective Central Committee. They shall be guided by the President, OTAI as per requirement.

12.3 Hony. General Secretary

12.3.1 He shall participate and oversee the following functions of ES

12.3.1.1 ES shall arrange for convening meetings of the Association.

12.3.1.2 ES shall attend meetings of the Association and the Council, take Minutes of the proceedings and conduct relevant correspondence / communication.

12.3.1.3 ES shall be responsible (in co-ordination with the HGS & the President of CZ) for the upkeep of OTAI-Building, and the Library, collecting data and information for the OTAI-website, updating register of members with their professional profiles, compiling referred data and directories, survey of Oil related industries, etc.

12.3.1.4 ES shall be responsible for executing the operational functions at the Central Secretariat (CS), and shall assist (and cause the Secretariat to render such assistance to) the President and Hony. General Secretary, as may be requested by them.

12.3.2 HGS shall attend meetings of the Association and the Council, confirm Minutes of the Proceedings and guide ES in conducting relevant correspondence.

12.3.3 HGS shall maintain proper records of all property of the Association and shall be responsible for their safe custody.

12.3.4 HGS shall prepare and submit in the Annual General Meeting of the Association an Annual Report describing the activities of the Association during the year.

12.3.5 A budget estimate of Income and Expenditure shall be prepared each year by the Hony. General Secy. and Hony. General Treasurer and submitted by the Hony. General Secy. for approval at the Annual General Meeting of the Association before the commencement of the year which the budget relates.

12.3.6 The Hony. General Secy. and Hony. General Treasurer shall jointly administer the finance of the association (Refer also 12.1.3 and 12.5.6)

12.3.7 He may, in concurrence with the President delegate any of his duties to Hony. Jt. Gen. Secretary.

12.4 Hony. Joint General Secretary

12.4.1 He shall assist the Hony. General Secretary in the work of the Association, delegated from time to time.

12.4.2 Hony. Joint General secretary (HQ) shall officiate in the absence of Hony. Gen. Secy.

12.5 **Hony. General Treasurer**

12.5.1 He shall receive the Headquarters' share of subscription and admission fees of members from the Zones of the Association and shall issue receipts.

12.5.2 He shall receive donations or other payments made to the Headquarters and issue receipts.

12.5.3 He shall maintain, in a proper form, in accordance with the Auditors, the accounts of the Association, and prepare statements of annual accounts and balance sheet for submission to the council.

- 12.5.4 He shall open and maintain authorised bank accounts in the name of the Association.
- 12.5.5 All money received by the Hony. General Treasurer on behalf of the Association shall be immediately deposited in relevant bank accounts of the Association and no direct expenditure out of this shall, as a rule, be allowed.
- 12.5.6 The bank accounts shall be operated under the joint signatures of the President or (concerned Vice Presidents of Central Standing Committees) or Hony. General Secretary and the Hony. General Treasurer.
- 12.5.7 He shall ensure that no overdraft or loan shall be taken or liability incurred on behalf of the Association.
- 12.5.8 He shall advise the council for the safe Investment of Association's funds in only Nationalised banks.

12.6 **Editor**

- 12.6.1 The Editor, acting in collaboration with the Publication Committee and the Editorial Board, shall be responsible for editing the Journal whereas the Hony General Secy shall be responsible for publication of the Journal.
- 12.6.2 He shall be assisted in his duties by the Joint Editor.
- 12.6.3 He shall follow the guidelines set by Publication Committee.
- 12.6.4 He shall form a panel of referees and ensure that every research paper published in the journal has been reviewed by referees.
- 12.6.5 In absence of Editor, Jt. Editor shall assume the charge of Editor.

13. **CENTRAL STANDING COMMITTEES:**

- 13.1.1 Various Committees with specified functions will be appointed by each new CEC, with information to the General Body.
- 13.1.2 All the Central Standing Committees shall be under the chairmanship of President OTAI. However, for better co-ordination and efficient functioning, he may nominate Vice-Presidents for conducting the business of these committees in his absence.
- 13.1.3 The Vice-Presidents of these committees can hold office for not more than two consecutive terms.
- 13.1.4 The Secretaries of these Committees are appointed by Vice Presidents. They can not hold office for more than two consecutive terms.

The Treasurer of the Association shall be Treasurer for these Standing Committees. (considering their bank accounts are at the HQ).

13.1.5 Each Central standing committee shall submit an Audited statement of Accounts and a report of their activity to the Headquarters by August 30 of each year.

13.1.6 Each Central Standing Committee shall submit report of its activity to CEC every year before August 30.

13.1.7 All the Standing Committees shall function at the location decided by the CEC.

13.2.1 **Publication Committee (PC)**

- a) The Publication Committee (PC) shall ensure timely and regular publication of the Journal of the Oil Technologists' Association of India and of any other regular or occasional publication of the OTAI.
- b) Publication Committee shall organise to send all OTAI members a copy of JOTAI.
- c) Publication Committee shall collect Rs. 75 per member, or as decided by the CEC, from all the Zones towards JOTAI.
- d) Publication Committee shall also receive two full-page advertisements or equivalent money, from each Zones to meet the cost of JOTAI.
- e) Publication Committee shall submit its budget/expenditure statement for CEC's approval.
- f) Publication Committee shall submit quarterly report on its activities to CEC for its information / ratification or approval as the case may be.

13.2.2 **International Co-ordination Council (ICC)**

- a) The International Co-ordination Council or ICC shall be concerned with the International Activities of the Association.
- b) It shall make recommendations to the CEC for sponsorship by or participation of OTAI in any international Symposia, Seminars, Workshops, etc. or any other international technical or promotional activity.
- c) ICC shall organise International Seminar(s) in India if, so desired by CEC, with the help of respective ZECs.
- d) Funds generated by ICC through such activities shall remain with ICC's A/c at HQ, irrespective of its location. Such funds, if resolved by CEC, shall be extended to a zone(s) / HQ for carrying out their activities on the direction of CEC, as interest free loan or as decided by CEC.

- e) ICC shall submit its annual budget/expenditure statement for CEC's approval.
- f) ICC shall submit quarterly report on its activities to CEC for its information/ratification or approval as the case may be.

13.2.3 Research Investigation & Implementation Committee (RIIC)

- a) The Research Investigation and Implementation Committee or RIIC shall be concerned with the research activities of the OTAI and shall also follow up the recommendations arising from any Symposia, Seminar, Workshop, etc., organised under the aegis of the Association.
- b) The RIIC will invite suggestions for research and development from OTAI members, industries falling within the purview of the Association (as listed in the Memorandum), Government Bodies etc.
- c) The RIIC will keep in mind the general interest of any concerned industry and the country as a whole rather than pursuing activities liable to benefit a few particular parties.
- d) RIIC shall submit its budget/expenditure statement for CEC's approval.

13.2.4 Building Committee (BC) (Applicable as and when OTAI Building is extended):

- a) BC shall co-ordinate all the activities pertaining to the Headquarter Building.
- b) It shall try to raise funds by proper means for the construction of HQ Building.
- c) It shall regularly submit report on the status of the construction of the OTAI building till the same is completed.
- d) It shall regularly submit the report on the activities undertaken in OTAI building after its construction is completed.
- e) It shall also submit its annual budget / expenditure statement for the approval CEC and AGM.

13.3 The Central Standing Committees shall each have the following structure

Chairman	President OTAI
Vice-President	1 Nominated by each new CEC at its first meeting every 2 years
Secretary	1 Nominated by Vice-President
The Hony Treasurer of the Association will be Ex-Officio Treasurer of CSCs	
Hony. General Secretary	1 Ex-officio
Hony. General Treasurer	1 -do-
Presidents of each Zone or their nominee	5 -do-
Co-opted	3 To be co-opted at the first meeting of each new Standing Committee Meeting once every two years.

13.4 In addition to the above members, the Publication Committee will include the following:

Editor	1 Nominated by each new CEC at its first meeting every two years.
Joint Editor	5 -do- (one from each zone)

13.5 An audited statement of accounts and report of the Committees will be submitted to the Headquarters by June 30th of each year.

13.6 Each standing committee shall meet at least thrice a year and all the decisions of the Vice-Presidents need ratification from the respective committee.

13.7 Minutes of the each meeting of the Central Standing Committees shall necessarily be sent to all the members of the respective committees and to HQ.

14. CREDENTIALS COMMITTEE

14.1 Each new Central Executive Council will nominate one of its CEC members as the Chairman of the Credentials Committee and any two others, who may be any other members of the CEC or members resident at Headquarters, as members of the Credentials Committee.

14.2 The Credentials Committee will make recommendations to the CEC on all questions of membership (admission, categorisation, termination, re-admission, etc) or any other matters that may be referred to it by the CEC.

15. AMENDMENT TO RULES & BYE-LAWS

15.1 Proposals for the amendment to these rules and bye-laws may be made by any individual member or by the CEC, any ZEC or any Local Co-ordination Committee (LCC).

15.2 Any proposals made by members shall be sent to the ZEC two months prior to the Annual General Meeting. The ZEC will send the proposals with its

comments to the Hony. General Secretary of the Association one month prior to the Annual General Meeting.

15.3 No amendment to or alteration of the rules and bye-laws of the Association shall be made except at the Annual General Meeting or extra-ordinary General body meeting specially called for it and such proposals shall require for its adoption a two-third majority of those present and voting.

15.4 If desired by its Members, CEC shall appoint a panel of Members for the revision of its Bye-Laws which shall submit its recommendations to the CEC for its approval. Once the recommendations are accepted by CEC, it shall be presented to the Specially called General Body meeting for its ratification by two third majority of eligible-voter-members present in the meeting.

16. **DISSOLUTION**

16.1 The Association shall be dissolved if a resolution to that effect is passed at a General Body Meeting, specifically convened to consider the matter, by at least three-fourths of the membership-number entitled to vote. Postal ballot votes will also be given consideration.

16.2 If, upon the dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of this Association, but shall be given to some other society to be determined by votes of not less than three fourths of the members present or by proxy at the time of dissolution or in default there of by the Court.

Appendix - I

“Declaration of Code of Conduct” in OTAI - Membership - Application - Form (Ref. 1.2.2)

Chemistry and its application by scientists, engineers and technologists have for their prime objective the advancement of science and benefit of mankind. Accordingly, the Society expects each member :

- (1) to be familiar with the purpose and objectives of the Society as expressed in its Articles of Incorporation; to promote its aim actively; and to strive for self-improvement in said member's profession;
- (2) to present conduct that at all times reflects dignity upon the profession of chemistry and engineering;
- (3) to use every honourable means to elevate the standards of the profession and extend its sphere or usefulness;
- (4) to keep inviolate any confidence that may be entrusted to said member in such member's professional capacity;
- (5) to refuse participation in questionable enterprises and to refuse to engage in any occupation that is contrary to law or the public welfare;
- (6) to guard against unwarranted insinuations that reflect upon the character or integrity of other chemists and engineers.

I hereby subscribe to the above Code of Ethics.

Signature of Applicant