

**THE INSTITUTE OF INDIAN FOUNDRYMEN**

**FOUNDED 1950**

**(Registered under the Societies Act XXI of 1860)**

**MEMORANDUM OF ASSOCIATION  
( Aims and Objects)**

**&**

**REGULATIONS  
(Bye-Laws)**

**Head Office:**

**IIF CENTER  
335, RAJDANGA MAIN ROAD  
EAST KOLKATA TOWNSHIP  
PO: KOLKATA : 700 107**

**THE INSTITUTE OF INDIAN FOUNDRYMEN**

## **AIMS AND OBJECTS**

### **MEMORANDUM OF ASSOCIATION**

#### **1. NAME OF THE SOCIETY**

The name of the Organization will be “ The Institute of Indian Foundrymen”, (governed by the Societies Registration Act XXI of 1860)

#### **2. REGISTERED OFFICE**

The Registered Office of the Institute is at “ IIF CENTER”, 335, Rajdanga Main Road, East Kolkata Township, PO: Kolkata : 700 107.

#### **3. OBJECTS**

The object of the Institute is to advance knowledge relating to Foundry Industry and in particular :-

- a) The diffusion of useful knowledge pertaining to the Science of foundry work amongst the members of the Institute.
- b) To bring together Foundrymen of Indian engaged in any or all aspects of founding, for pooling the experiences and knowledge of various categories of technical men.
- c) To promote the intellectual welfare of the members of the Institute by periodical meetings for reading and discussing scientific papers on subjects connected with the foundry and allied industries.
- d) To circulate regularly all technical papers put forward by members as well as articles of direct importance and benefit published in foreign Journals.
- e) To initiate, conduct and supervise researchers into science and technology of the art of metal and alloy production, casting and working.
- f) To organize and conduct or advice on means and systems of education best suited for the future operatives of the Industry in co-operations with the existing educational and technical Institutions.
- g) To raise the standard of Indian founding and quality of output to the same level as in more advanced countries by means as described above or any other means as deemed necessary by the National Council from time to time.

- h) To promote and encourage free intercourse between the Institute and other similar organizations of the world and to send delegates to the International yearly gathering.
- i) To purchase, take on lease or in exchange, hire or otherwise acquire any property either movable or immovable or any rights or privileges which the Institute may think necessary or convenient, for the furtherance of its objects and to sell or otherwise dispose of all such assets and properties as may be deemed fit by the National Council.
- j) To render service to the member industries with the object of promoting the foundry industry.
- k) To co-operate with Government and other agencies in consolidation and progress of the foundry industry, management and technology.
- l) To conduct examination related to foundry science and award Diploma or Degree.
- m) To actively pursue the conduct of research in foundry technology and for this purpose to enter into any agreement, contact or partnership with any Government, authority or person whomsoever and to obtain from any Government, authority or person such rights, concessions and privileges as the Society may think desirable.
- n) To hire and employ such staff as may be necessary for the pursuit of the objects of the Institute and to pay them salaries, wages, gratuities and pensions or such other remuneration, solatium or honorarium as may be necessary.
- o) To do and cause to be done such lawful things as are in accord with the spirit and principles of the objects of the Institute and which are conducive to the attainment of the objects of the Institute.
- p) To organize or cause to be organized Branches, Chapters of the Institute in different parts of the country.
- q) To maintain libraries, to set up showrooms, research centers, to compile and publish periodicals, catalogues, bulletins, books relating to the development of Science and Technology of metals.

- r) To borrow or raise money for the fulfillment of the objectives and manage its finances, to accept any bequest, gifts, donations or subscription for the promotion of any of the objectives of the Institute or to accumulate or provide a fund or an endowment to investment the same and to utilize the income.

#### 4. RESTRICTIONS OF PAYMENT

The income and property of the Institute shall be applied towards the promotion of the Institute as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit to members of the Institute.

## **THE INSTITUTE OF INDIAN FOUNDRYMEN**

### **REGULATIONS (BYE-LAWS)**

#### **DEFINITIONS**

In the interpretations of these Rules and Regulations and Bye-Laws, the following words and expressions shall have the meanings as given below unless specifically excluded or stated otherwise.

- a. Institute means the Institute of Indian Foundrymen
- b. Governing Body means the National Council of the Institute.
- c. General Body means the body comprising of members of all categories who constitute the Institute and whose names are on the register of the Institute.
- d. Office Bearers means the President, Vice President, Hon. Secretary and Hon. Treasurer elected by the National Council and Secretary General when appointed by the National Council in place of Hon. Secretary in accordance with the Bye-Laws and holding Office from time to time. An Office Bearer other than Secretary General must be a member of the Institute.
- e. Member means all those persons who are on the register of the Institute notwithstanding the particular category of membership to which they belong.
- f. Words indicating singular shall include plural and vice-versa.

## **SECTION : I**

### **1. NAME**

The name of the Organization will be “ The Institute of Indian Foundrymen”.

### **2. OBJECTS**

The objects of the Institute are set forth in Para-3 of the Memorandum of Association of the Institute.

### **3. MEMBERSHIP**

The membership of the Institute shall consist of Patron, Hon. Members, Institutional Members, Life Members, Life Fellow Members, Company Members, Members, Student Members and Affiliates.

### **4. PATRONS/HONORARY MEMBERS**

The National Council of the Institute may from time to time decide to invite distinguished persons of Indian Origin to become Patrons of the Institute, such persons must have distinguished themselves by outstanding service to industry, particularly the Foundry Industry and must have contributed in substantial measures to the Institute.

### **5. LIFE MEMBERS**

Individual Members paying a predetermined sum as may be decided by the National Council would be made Life Members of the Institute. They would be entitled to all privileges of the Institute and would not be called upon to pay any further subscription. The Life Membership will terminate on the demise of the member concerned or on his resignation.

### **6. COMPANY & INSTITUTIONAL MEMBERS**

#### **a) COMPANY MEMBERS**

A Company or Corporate/Institute engaged in the foundry or related industry shall be eligible for election as a Company Member. Each subscribing Company member has to pay such amount as Entrance Fee and Annual Subscription as per the decision of the National Council duly ratified in a General Meeting. The right of the Company Member or Corporate/Institutional member shall be exercised by the Partner or Proprietor or Director or Chief Executive Officer of the Company/Institute.

#### **b) INSTITUTIONAL MEMBERS**

A technical Institute engaged in teaching foundry engineering and/or technology and allied subject or any Institute engaged in Research & Development activity shall be eligible to become an “ Institutional Member”. Institutional Member shall pay subscription and entrance fees as determined by the National Council from time to /time. The right of the Institutional member shall be exercised by the Partner or Proprietor or Director or Chief Executive Officer of the Institute.

#### **7. FELLOW MEMBERS**

The National Council may invite a person who has been a Full Member of the Institute for not less than 15 years to become a Fellow Member in recognition of his outstanding contribution to the profession. In exceptional cases, the National Council may extend the invitation for Fellow Membership to non-members of the Institute and in case of Full Members, relax the minimum membership period of 15 years.

A Fellow Member would have to pay a slight higher subscription than a full Member as may be determined by the National Council.

A Life Member on his becoming a Fellow or a Fellow Member becoming a Member for Life would be designated as a “ Life Fellow Member”. The charges payable for becoming a Life Fellow Member would be the same as that required for Life Member.

#### **8. MEMBERS**

A person who completed 28 years of age at the time of application and has held for a period of not less than 3 years a position or responsibility in technical or executive or teaching capacity in the foundry or related industry or a kindred Institute and possesses such academic qualifications as considered sufficient by the National Council shall be eligible to become a member.

#### **9. ASSOCIATE MEMBER**

This Bye-Law has been deleted but serial number of the other Clauses will remain the same.

## **10. STUDENT MEMBERS**

Any student in any engineering/science subjects in a recognized school, college or Institute or a technical trainee in a Foundry shall be eligible to become a Student Member. He can remain a Student Member for the duration of his course subject to a maximum of 5 years but on completion of his course, he shall automatically become a Member and would be called upon to pay such transfer fees and subscription as may pertain to the new class of membership.

## **11. AFFILIATES**

Any person who may not be directly connected with the foundry industry but has an interest in the Field shall be eligible to become an Affiliate Member of the Institute subject to the National Council being satisfied of their interest in the foundry industry and of their standing.

## **12. RIGHTS AND PRIVILEGES**

All classes of members with the exception of Honorary Member, Representatives of Foreign Company Members, Foreign Institutional Members, Student Members, Affiliates and Members residing abroad shall have Voting rights in the Chapter/Region and National Council Election provided the Annual Subscription of the Member is not in arrears.

In case of representative of Company and Institutional Members, Annual Subscription means the Annual Membership Subscription of the Company of the Institutions as the case may be :-

The weightage of Voting right for each category of member is as follows :-

Life Members/Fellow Members	1	Vote
Individual/Institutional Members	1	Vote
Student Member	0	Vote

Company Members having Annual Turnover

Below 1 Crore	2	Votes
Between 1 Crore to 5 Crores	4	Votes
Between 5 Crores to 10 Crores	7	Votes
Above 10 Crores	10	Votes

13. The members shall be entitled to use after their names symbols representing the class of membership such F.I.I.F, M. I.I.F, etc.

## SECTION : II

### SUBSCRIPTION, ADMISSION FEES, ETC

14. Company Members, Institutional Members, Members, Fellow Members, Student Members, Affiliates and Life Members shall pay annual subscription, admission fee or lumpsum fee as may be determined by the National Council from time to time subject to ratification of the same at the Annual General Meeting or a Special General Meeting of the Institute.

At the time of adoption of these revised Bye-laws, the National Council shall determine the entrance fee, subscription fee, etc. payable for different classes of membership and these would become effective from a date to be determined by National Council and approved by the General Body.

Thereafter, the National Council may at its discretion revise the subscription, admission fees, etc. by deliberations at one of the National Council Meetings for which due notice has been given and a quorum present. The recommendations of the National Council in this regard would have to be approved by the next General Meeting. The voting for this purpose would be by show of hands and subject to a simple majority of the members present and voting.

For all categories of members who have reached the age of 55 would be given the facility of compounding fee payable by them for the rest of the membership according to accepted formula for such compounding determined by the National Council.

15. The financial year of the Institute would be from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

Subscription shall be payable annually in advance and shall become due on 1<sup>st</sup> of January every year. These subscriptions shall be payable to the Secretary or the Treasurer of the Institute. Payment of subscription would entitle the member with the exception of Student Members to the Foundry Journal & other house magazines issued by the Institute. In case a member is admitted during the middle of the year, he will have to pay the subscription for the relevant half year.



Student Members may become subscribers to the Foundry Journal at a concessional rate on their expressing a desire to do so.

16. Any member who has not paid his subscription by 31<sup>st</sup> of March following the date on which it becomes due shall lose all rights and privileges of the Institute until such time he has cleared his arrears. The Honorary Secretary or the Honorary Treasurer shall send to the defaulting member a reminder calling for payment of the subscription due. If the amount is not received within 15 days of dispatch of this letter, the member is liable to have his name removed from the membership of the Institute.

Any member removed from membership on account of default in subscription shall have the right to appeal to the National Council within three months of such removal. If the National Council considers his case favourably then he would be readmitted after payment of all arrears due to the Institute. In this case, a second entrance fee would not be required. Any application for reconsideration in this regard accompanies by a demand draft for the arrears, if not received within 3 months of cessation of membership would have to be treated as a new application and the member would be called upon to pay an entrance fee also.

17. **EXPULSION OF MEMBERS**  
( Rule 17 to replace by Rules 17a & 17b)

**Rule : 17(a)**

The National Council shall have the power to suspend or remove from the list of members, a member of any class for willful contravention of the Bye-Laws or for any reason which the Council considers contrary to the Interest of the Institute. Such decision for suspension or expulsion except as provided in Rule 16 of Section II has to be taken at a Special meeting of the National Council to be covered for this purpose giving notice of 10 days. Quorum of this Special meeting will be 9. The decision shall be by a 2/3<sup>rd</sup> majority of the National Council members present.

At such a meeting, the Council shall give the member concerned an opportunity of attending personally and representing his case/ The decision of the Council will be binding on the member subject only to arbitration as provided in these rules.

**Rule :17(b)**

**REMOVAL OF OFFICE BEARERS**

In the event of there being any complaints against any Office Bearers or Council member of the Branch, Chapter, Region or National Council, the National Council

shall first form a Sub-Committee of three members of the National Council to examine thoroughly the charges levied.

If there is any substance in the charges, a report shall be prepared which would be considered by the National Council at a special meeting of the Council to be convened for this purpose, a notice of 10 days having been given for this meeting. The Quorum at this special council meeting would be 9 and an opportunity would be given to the concerned Office Bearers or Council member to present his side of the case. If after the hearing is completed, the charges are found to have substance then such Office Bearers or Council member shall be removed from his office but not from the membership of the Institute.

Consideration of expulsion as a member of the Institute would be as per Rule 17(b) Section -II

### **SECTION III**

#### **18. NATIONAL COUNCIL**

The business of the Institute shall be managed and conducted by a National Council which shall consist of the President, Vice President, Hon. Secretary (or Secretary General), Hon. Treasurer and other elected, Ex- Officio, co-opted and nominated members as provided in these Bye-Laws -I

#### **19. ELECTED MEMBERS**

The total number of elected members of the National Council will be 18 of which 4 seats will be reserved for Individual members, one from each of four regions, 8 seats will be reserved for Company Members from operating foundries.

Balance 6 seats will be reserved for Company Members from Equipment Suppliers, Material Suppliers and other Service providers.

For 4 Individual member seats the electorate will be from each of four respective regions while other seats will be decided on all India basis.

All elected members of the Council shall hold Office for a 2 years term. Elected members at the conclusion of their 2 year term shall retire but shall be eligible for re-election.

During the first year of election under the amended Bye-Laws total number of elected member may exceed the ceiling of 18 to accommodate the tenure of earlier elected members. From the second year onwards the ceiling will prevail.

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The total number of elected members of the National Council will be 18 of which 4 seats will be reserved for individual members, one from each of four regions, 8 seats will be reserved for Company Members from operating foundries. Balance 6 seats will be reserved for Company members from Equipment Suppliers, Material Suppliers and other Service Providers. For 4 individual Member seats the electorate will be from each of four respective regions while all other seats will be decided on all India basis.

Every year before the 15<sup>th</sup> May, the Hon. Secretary shall notify every member of the Institute the vacancies on the Council.

The nomination of candidates duly proposed and seconded by at least 2 members on the nomination form provided for the purpose by the Hon. Secretary shall be returned to him before the last date specified which shall be on or before 30<sup>th</sup> June.

The candidate offering for election should have been a Member, Life Member or Fellow Member of IIF having membership in one or in combination of these categories for a continuous period of five years on the last date specified for receipt of nomination. Partner/Proprietor/Director/Chief Executive Officer of Company members/Institutional members with minimum membership duration of five years are also eligible to nominate themselves or Company representative for election as candidates. Partner/Proprietor/Director/ Chief Executive Officer / Company representative of Company member/Institutional member, if elected and later ceases to be in the employment of the organization during his tenure in the Council shall cease to be a National Council member from the date he or she ceases to be in the organization.

## **21. NOMINATED MEMBERS**

Each Regional Council would be represented in the National Council by the Chairman and the Hon. Secretary for the first 300 members.

After the AGM of the Region when the newly Elected Chairman and Hon. Secretary assume Office, the Region would be presumed to have Nominated the newly elected Chairman and Hon. Secretary as Nominated Member of the National Council.

This information to this effect should be communicated forthwith to the Head Office so that notice and agenda of scheduled NC meetings can be sent to the Chairman and Hon. Secretary of the Region currently holding the Office. The outgoing Chairman and Hon. Secretary will be Invitees to the meetings of the National Council till the AGM.

For the every further completed block of 300 members of the Region, the Regional Council may nominate one extra member to the National Council. For purposes of nomination of the extra member (s), the Membership Strength of the Region as on 31<sup>st</sup> December of the preceding year shall be the basis. If Chairman or Hon. Secretary of a Region is already a member of the National Council, the Regional Council may additionally nominate another member in place of such Chairman or Hon. Secretary.

For the purpose of determining the membership strength as on 31<sup>st</sup> December of the previous year, it will be calculated giving the voting right weightage associated with the category of membership. Member shall mean Institutional Member, Company Member, Life member, Fellow Member, Member.

The nomination of such extra member(s) should be done well ahead of the last National Council Meeting of the year so that all nominated members can also participate in the election of the IIF Office Bearers of the year. Regions sending these nominations may give preference to Company Members.

## **22. EX-OFFICIO MEMBERS**

Six Past Presidents who hold membership of IIF will be Ex-Officio members of the National Council of which the immediate Past President will be one. The other five Past Presidents will be chosen every year in the descending chronological year of their Presidentship. In case of death or refusal of any Past President (s) in the list, Past President (s) of the previous year (s) will be chosen. The remaining Past Presidents will be the Invitees to the National Council.

## **23. Co-opted Members**

The Council shall have power to co-opt not more than five members to the Council as representatives of kindered Institutions, research organizations, teaching Institutions and/or persons who in the opinion of the Council are likely to play a useful role in furthering the aims and objectives of the Institute. Such representatives must be members of the Institute and shall hold office until the next Annual General Meeting.

## **24. Meetings of the National Council**

The National Council shall meet at least once a quarter at a time and place to be determined by the Council. A minimum of 15 days notice is required for the National Council meetings but the Honorary Secretary will ensure that sufficient advance information is given to the members to enable them to make necessary travel arrangements.

**25. Quorum, procedure and voting at NC Meetings**

10 members of the National Council would constitute a quorum at the meeting of the Council.

The National Council shall have the power to regulate its own procedure

In all meetings of the Council, the decisions shall be by majority vote unless otherwise specified in the Bye-Laws, each member being entitled to one vote. In case of a tie, the presiding officer of the meeting shall have a casting vote.

**26. Resolution by Circulation.**

A resolution in writing signed by majority of members shall be as valid and effectual as if it has been passed at a meeting of the Council duly called and constituted and notwithstanding that such resolution may be signed at different places or times. Such a resolution would be subject to a ratification at the next regular meeting of the Council.

**27. Election of Office Bearers**

The Office Bearers of the Institute shall be the President, the Vice President, the Honorary Secretary or the Secretary General and the Honorary Treasurer. When the National Council appoints a full time Secretary General in place of the Honorary Secretary, the Secretary General shall perform all the duties and discharge all responsibilities of the Honorary Secretary as given in the Bye-Laws.

The Office Bearers of the Institute except the Secretary General when so appointed in place of the Honorary Secretary are to be elected every year in the National Council meeting immediately prior to the Annual General Meeting.

The National Council Members comprising Elected Members, Nominated Members from the Regions (Chairman, Hon. Secretary and other nominated members from the Regions), Ex-Officio Members and existing Co-opted members along with the newly Elected members, newly Nominated Members from the Regions and the newly elected Ex-Officio Members will participate in the meetings.

The National Council may at its discretion also elect Office Bearers who is not a member of the National Council but a member of the Institute by a 2/3<sup>rd</sup> majority vote in which the Office Bearers so elected will be co-opted on the Council at its first meeting of the Council after the AGM.

The Office Bearers would hold office for a period of one year but would be eligible for re-election subject to the condition that the terms of the President shall be restricted to 2 years.

## **28. Commencement of Office**

The Chairman and the Hon. Secretary of a Region would on assuming Office at the A. G. M. of the Region become Nominated Members of the National Council.

The elected members, additionally nominated by the Regional Council based on their membership strength, elected Past Presidents (Ex-Officio members) shall assume Office at the Annual General Meeting.

The Office Bears shall assume Office at the Annual General Meeting.

## **29. Appointment of Joint Secretaries & Staff**

The National Council shall have the power to appoint at its discretion one or more joint Secretaries for a period to be determined by the Council.

The National Council shall have the power to appoint such whole time or part time staff as may be constituted necessary and on such terms and conditions as the Council may decide from time to time.

## **30. Casual Vacancy**

The Council shall have the power to appoint a member to fill up a casual vacancy that may occur on the Council or among the Office Bearers of the Institute but any person so appointed shall hold Office only until the next Annual General Meeting but shall be eligible for re-election.

## **31. POWERS AND DUTIES OF THE OFFICE BEARERS**

**PRESIDENT :** The President shall be responsible for the proper conduct of the affairs of the Institute. He shall preside over all meetings of the National Council and General Body. He shall direct the affairs of the Institute in the best interests of the Institute and shall perform such other duties as are necessary and incidental to this Office.

**VICE PRESIDENT :** The Vice President shall act for the President. In his absence and exercise all his powers and perform all such duties as are normally carried out by the President.

The Vice President shall chair technical and other meetings or perform such other duties as may be assigned by the President or National Council from time to time.

**HONORARY SECRETARY** : The Honorary Secretary will be responsible for carrying on the administration of the Institute. He will keep minutes of the Council Meetings and General Body Meetings and issue notices of such meetings as directed in the Bye-Laws. He will supervise and control the Institute's staff and attend to correspondence and comply with the formalities of the Societies Registration Act and other Governmental rules and regulations guiding the operation of the Institute. In such duties, he will be assisted by one or more Joint Secretaries who may be nominated by the National Council.

**HONORARY TREASURER** : The Honorary Treasurer shall be the custodian of the funds of the Institute and shall be responsible for the maintenance of proper books and accounts of moneys received and expended. He would also make careful investment of the surplus money not immediately required under the instruction of the National Council.

### 32. **FINANCES**

The Honorary Secretary and Honorary Treasurer shall keep proper books of accounts and submit them once a year to the auditors appointed at the Annual General Meeting. The Hon. Treasurer of the Institute would arrange to collect the subscription and other dues from its members either directly or through the Regional Councils and Chapters.

The amounts so collected would be deposited in a Bank to be decided by the National Council and operated on by two or more members of the National Council as may be decided at the first meeting of the National Council. Out of the collections, an amount would be set apart for Research and Development and certain amounts would be made available to the Regional Councils and Chapters, the quantum of such allocations is to be decided by the National Council from time to time.

The Honorary Treasurer would also, under the instructions of the National Council, make careful investment of surplus funds not immediately required, so that the interest accrued thereon can be usefully utilized for the objects of the Institute.

### 33. **INDEMNITY**

Every Office Bearers and members of the National Council shall be indemnified against all losses and expenses incurred in the discharge of his duties except as may happen through his own willful neglect or dishonesty.

34. The Council shall have the power to frame guidelines from time to time for the proper execution of the Bye-Laws. As to the interpretation of these Bye-Laws, the decision of the Council shall be final.

Except where specifically provided in these Bye-Laws, the decision of the Council shall be final in all the matters.

## **SECTION IV : MEETING**

35. Annual General Meeting : Once a year an Annual General Meeting shall be held at such a time and place as shall be decided by the Council but preferably during the quarter July-September. 21 days notice for such meeting shall be given to the members the Hon. Secretary.

50 members shall be required to form a quorum at any Annual General Meeting. If at any Annual General Meeting a quorum is not present at the time prescribed, the meeting would be held at the same venue half an hour after the original time and the members present at that time would constitute the quorum for the adjourned Annual General Meeting. At such adjourned Annual General Meeting, no items outside the original agenda will be decided upon.

36. At each Annual General Meeting, the Council shall present a report of the past year's work, together with a statement of accounts and balance sheet, one copy of which shall be furnished to each member.

37. Special General Meeting : The Council may convene a General Meeting for any special purpose whenever they deem necessary by giving 21 days notice thereof. At such General Meeting, 50 members would constitute quorum. If the requisite quorum is not present at the time prescribed, the meeting will be held at the same venue half an hour after the original time and the members present at time would constitute the quorum for the adjourned Special General Meeting. At such adjourned Special General Meeting, no item outside the original agenda will be decided upon.

An Extra-Ordinary General Meeting can be called for by requisition of 100 members of the Institute. Such requisition is to be submitted to the National Council in writing dealing the subject which is to be discussed at such Extra-Ordinary General Meeting. This request would be considered by the National Council who in absence of a satisfactory solution to the subject proposed would convene an Extra-Ordinary General Meeting giving 21 days notice. 100



members would constitute a quorum at such requisitioned Extra-Ordinary General Meeting.

## **SECTION V : COMMITTEES**

### **38. Past Presidents' Council**

The Past Presidents' Council shall consider of all Past Presidents of the Institute whose subscriptions are not in arrears. The Past Presidents' Council shall meet as often as is found necessary to consider and advise on matters referred to it by the Office Bearers or the National Council. The Office Bearers will be invitees to the meetings of the Past Presidents' Council and the Honorary Secretary will be the Secretary of the Past Presidents' Council. The Past Presidents' Council shall elect its own Chairman to preside over each of its meetings and shall have the power to regulate the conduct of its meetings.

### **39. Steering Committee**

The Steering Committee shall consist of a total OF 14 members as follows :-

- i) Four National Office Bearers namely the President, Vice President, Hony. Secretary and Hony. Treasurer
- ii) Immediate Past President
- iii) Five Past Presidents, chosen every year in the descending chronological year of their Presidentship.
- iv) Four Chairman of the Regional Council.

“Chairman” means the Chairman of the Regional Council currently holding Office. If the Chairman cannot attend the meeting of the Steering Committee, he may authorize the Hon. Secretary of the Region to attend on his behalf and if the Hon. Secretary too cannot attend the meeting, the Chairman may authorize the Vice Chairman of the Region to attend the meeting.

The President shall be the Chairman of the Steering Committee

**(Eight 8) members shall form the quorum of the Steering Committee.**

The Steering Committee of the IIF will act as a think tank of the National Council and will address various medium and long term issues which are required for the continued growth of the Institute. The tasks of the Steering Committee shall include the consideration of the best candidates available for the post of Vice President and to nominate one or more candidates. The

recommendations of the Steering Committee shall be placed before the National Council.

#### 40. **Committees**

The President with the approval of the National Council shall appoint Committees, Task Forces and Centres of Excellence for furtherance and to look after important functions and activities of the Institute such as Awards, Journal, Export, Finance, Govt. Policy, Standardisation, Membership Development, Continuing Education, R & D, Technical Services and so on.

The President may appoint Committees on other facets of the Institute's activities on an ad-hoc basis.

## **SECTION VI : REGIONAL COUNCIL AND CHAPTERS**

### **41.**

**CHAPTERS :** The objects of the Institute would be propagated through Chapters to be established by the National Council according to guidelines to be set up for this purpose from time to time by the National Council.

The Chapters shall have their own Council elected in accordance with the guidelines established for this purpose and shall hold office at the pleasure of the National Council.

**REGIONAL COUNCILS :** For administrative purposes and for effective implementation of the objects throughout the country, the country would be divided into Regions according to geographical boundaries and the Chapter within each territory would belong to that Region. From among the members of the Chapters situated in each Region, a Regional Council would be appointed in accordance with guidelines to be established by the National Council from time to time.

**Duration :** The National Council will have the power to suspend, dispose or adjust the Committee Members of any Regional Council or Chapter for actions considered to be against the interest and dignity of the Institute. Such decisions would be taken by the National Council by a 3/5 majority of the members present and voting at any of the regular or specially called for National Council Meetings where the subject would be an item of the agenda.

The National Council would also be empowered to call for a Special General Meeting of any Region or Chapter if Annual General Meeting is not held at the proper time.

## **SECTION VII : AUDITORS**

42. The accounts of the Institute shall be audited annually by qualified Auditors who shall be appointed at the Annual General Meeting.

## **SECTION VIII : AWARDS & PRIZES**

43.

The Institute may accept and offer from time to time subject to the Bye-Laws, certain sums to be appropriated in medal, award grants and diplomas for research, exceptionally meritorious papers. Inventions of a specific character or for improvements of foundry work or for any other purpose which in the opinion of the Council advance science or art of founding. Any cash donation/s received by the Institute from patrons shall be kept in fixed deposit accounts in a Nationalised Bank in the name of the Institute and the interest and/or returns from such donations kept in such fixed deposit accounts shall be ear-marked and utilized by the Institute for the purpose of making awards to meritorious students of all Indian Universities, Technical Institutions and Professional Institutions.

The principal amount of such donations kept in such fixed deposit accounts shall not be withdrawn without a resolution passed at National Council Meeting.

The half-yearly or yearly interest payable by the Bank on such fixed deposit may be withdrawn by such persons as re authorized to operate Bank Accounts of the Institute.

in order to promote the growth of the foundry industry, the Institute may also provide incentives by way of awards, prizes, or medals to entrepreneurs or foundries who qualify for the same. Such awards shall be governed by the general guidelines regarding awards and funds for such awards may be created from among the general funds of the Institute by action of the National Council.

## **SECTION IX : INDIAN FOUNDRY CONGRESS**

44.

An Annual Foundry Congress would be held once a year at such place and time as may be decided by the National Council. The conduct of the Congress would be organized as per guideline to be established by the National Council from time to time.

Raising of fund for the Congress would be done by the host Chapter and the Regional Council concerned in consultation with the National Council.

Any surplus left from the Congress funds would be divided between the host Chapter, Regional Council and the Centre in accordance with the proportions to be decided by the National Council from time to time.

#### **SECTION X :. COMMON SEAL**

45.

The Institute shall have a common seal and such seal shall not be used except by authority of the National Council. At least 2 members of the National Council shall sign every instrument to which the seal is affixed.

#### **SECTION XI : ARBITRATION**

46.

Should any dispute arises between any member or members, or a former member or members, and the Institute, or any officer or the member of the Institute, relating to membership or to any allied breach of constitution or Bye-Laws, or the expulsion of any member from the Institute, or on any account whatsoever which cannot be satisfactorily settled under the procedure already provided for such purpose, the matters in difference shall be settled by arbitration.

Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Past Members of National Council or Senior members of the Institute shall be appointed as umpire or as arbitrators. The decisions arrived at by the arbitrators, or , in the event of their disagreement, **by the umpire**, shall be final and binding on all parties.

#### **SECTION XII : PROPERTY**

47.

Any property or fixed assets acquired by a Branch, Chapter or Region shall be in the name of the Institute and not in the name of any individual, Branch, Chapter or Region. The title of such assets shall vest with the Institute and the National Council shall be the sole arbitror as to how such properties are to be dealt with.

All property- movable and immovable - belonging to the Institute whether acquired before or after its registration, if not vested in trustees shall vest in the National Council and any such property may in any legal proceedings be referred to as the property of the Council.

#### **SECTION XIII : DISSOLUTION**

48. Any dissolution of the Institute if it arises shall be handled in accordance with the relevant provisions of the Societies Registration Act of West Bengal.

If upon dissolution of the Institute, there remains after satisfaction of all the debts and liabilities, any funds whatsoever, the same shall not be paid or distributed among the members of the Institute, but shall be transferred to some other Institution having similar objects.

#### **SECTION XIV : AMENDMENT OF BYE-LAWS**

49. These Bye-laws may be added to or altered by a resolution passed in one\*\* General Meeting by 3/4<sup>th</sup> majority of the members present and voting and confirmed at a subsequent General Meeting by 3/4<sup>th</sup> majority of the members present and voting. 21 days notice of such meeting should be given to each member by the Hon. Secretary of the Institute.