

MEMORANDUM OF ASSOCIATION

I. NAME

Name of the society shall be “Indian Society for Heat and Mass Transfer”

II. ADDRESS

The registered office of the Society shall be located at the Heat Transfer and Thermal Power Laboratory, Indian Institute of Technology Madras, Chennai – 600 036, India.

III. OBJECTS OF THE SOCIETY

The objects for which the society is established are:

- a) To promote the science and technology of heat and mass transfer.
- b) To provide a common forum for industrialists, technologists, scientists and others to meet and to foster the advancement of the science and applications of heat and mass transfer.
- c) To organize and conduct activities of interest to the members such as holding of meetings, arranging of lectures and so on.
- d) To disseminate scientific and technical information of interest to the members through publication of periodicals, reports and so on and proceedings of conferences.
- e) To collaborate with other bodies (in India and abroad) pursuing similar aims and objectives.

The Names, Addresses and Occupations of the Members of the Governing Council to whom, by the Rules of the Society, the Management of Affairs was Entrusted at the Time of Association

S. No. Name and Address Designation

1. Dr. A. Ramachandran, President
Secretary, Department of Science & Technology,
“Technology Bhavan”, Government of India,
New Mehrauli Road, New Delhi 110029.

2. Prof. Shankar Lal, Vice President
Head of the Dept. of Mechanical Engineering,
University of Roorkee, Roorkee (U.P)

3. Prof. G. S. Laddha, Vice President
Director, A.C. College of Technology,
Guindy, Chennai 600 025

4. Prof. K. Krishna Prasad, Member
Professor, Department of Mechanical Engineering,
Indian Institute of Science, Bangalore 560012.

5. Prof. C.P. Gupta, Member
Professor of Mechanical Engineering,
University of Roorkee, Roorkee (U.P)

6. Prof. R. Kumar, Member
Department of Chemical Engineering,
Indian Institute of Science, Bangalore 560012.

7. Prof. C.P. Arora, Member
Mechanical Engineering Department,
Indian Institute of Technology, Delhi.

8. Shri. S.K. Mehta, Member
Head, Engineering Laboratory,
Bhabha Atomic Research Centre, Bombay 500085.
9. Dr. L.K. Doraiswamy, Member
National Chemical Laboratory, Poona.
10. Dr. A.E. Muthunayagam, Member
Space Science and Technology Centre,
Trivandrum 22.
11. Dr. D.N. Roy, Member
Professor, Dept. of Mechanical Engineering,
University of Roorkee, Roorkee (U.P.)
12. Prof. P.K. Sharma, Member
Department of Mechanical Engineering,
College of Engineering, Waltair, Vizag 11.
13. Prof. G. Srikantiah, Member
Department of Mechanical Engineering,
Indian Institute of Technology, Kanpur (U.P.) 208016
14. Dr. M.R. Srinivasan, Member
Deputy Director, Department of Atomic Energy,
Power Project Engineering Division,
Homi Bhabha Road, Colaba, Bombay 400005.
15. Prof. S.P. Sukhatme, Member
Department of Mechanical Engineering,
Indian Institute of Technology,
Powai, Bombay 400076.
16. Prof. M.A. Tirunarayanan, Member
Head of the Dept. of Mechanical Engineering,
Indian Institute of Science, Bangalore 560012.

17. Prof. B.T. Nijaguna, Member
Mechanical Engineering Department,
Karnataka Engineering College,
P.O. Srinivasa Nagar, Karnataka.

18. Dr. R. Vasudevan, Member
Deputy Chief Design Engineer,
Bharat Heavy Electrical Limited, Trichy-4.

19. Dr. N.R. Kaparathi, Member
Department of Chemical Engineering,
Osmania University, Hyderabad.

20. Dr. Chiranjeevi, Member
Department of Chemical Technology,
Andhra University, Waltair, Vizag

21. Dr. V.M. Krishna Shastri, Secretary
Department of Mechanical Engineering,
IIT Madras, Chennai 600 036.

22. Dr. T. Gopichand, Treasurer
Head of the Dept. of Chemical Engineering,
IIT Madras, Chennai 600 036.

23. Dr. M.V. Krishnamurthy, Joint Secretary
Department of Mechanical Engineering,
IIT Madras, Chennai 600 036.

AMENDED ACTS AND STATUTES

1. Name

INDIAN SOCIETY FOR HEAT AND MASS TRANSFER

The registered office and the headquarters of the Society shall be located in the IIT Campus, Chennai 600 036.

2. Objects

As found in the Memorandum.

3. Definitions

In this constitution unless the context otherwise requires:

- a) The Society means the Indian Society for Heat and Mass Transfer.
- b) The President means the President of the Society.
- c) The Vice-President means the Vice-President of the Society.
- d) The Secretary means the Secretary of the Society.
- e) The Treasurer means the Treasurer of the Society.
- f) The joint Secretary means the joint Secretary of the Society.
- g) The Council means the Governing Council of the Society constituted as provided in these rules.
- h) The Group means the group of members interested in specific branches of heat and mass transfer and heat transfer technology.
- i) The Convener means the Convener of the group.
- j) The office means the place from where the secretary of the Society functions during his time.
- k) The month means the month according to Gregorian calendar.
- l) The financial year means the 12 months ending on the 31st date of December.

4. The Society for the purpose of registration is declared to consist of a unlimited number of members.

5. Membership

- a) The membership shall consist of “Ordinary members, Institutional members. Life members and Fellows of the Society”.
- b) Any individual, institution, organization or association engaged or interested in teaching/research/application with reference to heat and mass transfer knowledge is eligible for membership.
- c) Application for membership shall be made on the prescribed form obtainable from the office of the Society.
- d) Every application for membership shall be supported by at least two members of the Society.
- e) The council reserves the power to refuse admission to any applicant without having to assign any reason for its refusal.

6. Admission

6.1 Ordinary Members

Persons over 21 year of age, having a Master’s degree in Science or a Bachelor’s degree in Engineering or Technology with two years experience in Teaching/Research/Industry.

6.2 Life Members

6.2.a Any member contributing a lump sum admission fee as fixed by the General Body from time to time to the fund of the society shall be declared to be a “Life Member of the Society”.

6.2.b A life member shall have the same rights and privileges as an ordinary member.

6.3 Institutional Member

6.3.a. Institutional members shall be partnership firms, corporations, organizations, institutions etc., who are interested in or connected with the heat and mass transfer industry and whose admission, the council considers, would contribute to the interests of the Society.

6.3.b. Every institutional member shall have the right to nominate two representatives to attend business meetings of the society and will be eligible to receive priced or unpriced reports/publications on the same conditions as applicable to the ordinary members. They shall not have the right to vote and participate in the annual general body meetings.

6.4 Fellows of the society

Persons who by virtue of their outstanding service rendered towards the attainment of the objectives of the society, deserve special recognition shall be honoured as fellows of the Society.

6.4.a. Fellows of the Society shall be elected by the Council at its annual meetings.

6.4.b. Fellows of the Society shall be pay no admission fee or annual subscription and shall receive all publications of the Society.

7. Fees and Subscriptions

7.1 Admission fee and annual subscription shall be charged from members whether they are for the time being residing in India or abroad.

7.2 The admission fee and annual subscription rates for ordinary, life, institutional and foreign members shall be determined from time to time in intervals of not less than five years by the General Body.

7.3 Members going out of India leave not exceeding three years will be deemed as members in India during the period of their leave.

7.4 Annual subscription is payable on the 1st January each year irrespective of the date of admission, but members admitted aft 1st July shall be required to pay only half the current subscription and those admitted in the month of December shall pay the full annual subscription which shall cover the period of the following year. In all cases the admission fee must be paid.

7.5 Termination of Membership

If any member of the society leaves his/her subscription in arrears for three months

and fails to pay such arrears within one month after a written demand by the Secretary his/her name shall be struck off from the register of members and he/her shall thereupon cease to be a member.

The Council shall have the right to terminate the membership of any member provided a resolution of termination of membership shall be passed by a 2/3 majority of those present at the meeting of the Council.

8. Resignation

A member desiring to resign shall send a written communication to the Secretary, who shall report it to the Council which may accept it and announce the resignation provided the dues and other indebtedness of that member have been settled upto the time of mailing of his/her resignation. He/she is then deemed to have resigned "in good standing" and if subsequently the member wishes to join the Society again, no admission fee shall be charged.

9. Officers

9.1 The officers of the society shall be a President, four vice-Presidents, Secretary, Treasurer and a joint Secretary who shall hold office as follows:

9.2 All officers shall hold office for two years. The term of office shall begin at the close of the annual meeting at which they are elected and each officer shall hold office until his successor takes over.

9.3 A vacancy in the office of the President shall be filled by the senior most vice-President until the end of the term. All other vacancies shall be filled by the council.

9.4 No officer shall receive, directly or indirectly any sales compensation or emoluments from the society, either as such officer or in any other capacity, unless authorized either by the by-laws or by a vote of the majority of the entire council.

9.5 No revision or amendment of this constitution shall affect the tenure of office of any duly elected and incumbent Officer.

10. Election of Officers and council Members

10.1 Prior to July 1st of each election year, the Council shall appoint a nominating committee of five members, not more than three of whom may be officers or members of the council who shall send to the Secretary prior to the ensuing September 1st its nomination for one or more candidates for each of the offices to be filled, except that for the Vice-Presidency at least 4 persons shall be nominated.

10.2 In selecting candidates for the Presidency, the members of the nomination committee shall be limited in their choice to persons who have been or are currently members of the council and who have been active in promoting the objectives of the Society.

10.3 It shall be the duty of the nominating committee to notify each candidate of his selection and any candidate desiring to withdraw his name may do so within one week of such notification.

10.4 At the Council meeting held prior to October 1st and later than September 1st in each election year, the Council shall appoint three tellers who shall not be members of the Council, and three alternates. Should the Council meeting not be held, the President shall appoint three tellers and alternates, who shall be notified by the Secretary.

10.5 The actual voting shall take place at the biennial meeting. The voting shall be by secret ballot and be supervised by the tellers or their alternates. They shall be responsible for counting the votes. The tellers or their alternates shall prepare and sign a report of the results of the election, which shall be handed over sealed to the Secretary who shall deliver it to the Presiding Officer of the meeting to be opened by him and reported to the meeting. The Presiding Officer shall then declare the eligible persons receiving the greatest number of votes to be duly elected to the respective offices. The results of the election shall be published as soon as possible thereafter in the Transactions of the Society.

10.6 The Officers are eligible for reelection.

11. Management

11.1 The affairs of the Society shall be managed by the Council under this constitution and by-laws. The Council shall be composed of the President, four Vice-Presidents, the Secretary, Treasurer and the joint Secretary and thirty two elected members. The President, Vice Presidents, Secretary, Treasurer and Joint Secretary of the Society shall hold the same office in the Council. The Council members hold office for a period of 4 years. One fourth of the members will retire every 4 years. New members filling up the vacancies will be elected at the biennial meeting as per the procedure laid down in article 10.

11.2 The Executive Committee shall consist of ten members of the Council including the President, four Vice-Presidents, and Secretary, Treasurer and the Joint Secretary and two others nominated by the President. The Executive Committee shall be responsible for the day-today functions of the Society.

11.3 The duties of the President, Vice-Presidents shall be such as usually pertain to the offices they hold, besides and other designated in the constitution or by the Council. The Secretary shall be in administrative charge to direct and supervise the duties usually pertaining to his office or designated in the constitution or by the Council; the Secretary shall in all matters concerning the affairs of the Society carry out the prescriptions of the constitutions, ruling and precedents and in cases in which no such prescriptions exist shall obtain decisions from the Council or Executive Committee. All funds expected in the Secretary's duties shall be under the control of the Secretary who shall be responsible to the Council for the proper dispensing of such funds. The Secretary and Treasurer shall present annual reports to the council which shall be circulated to all members. The Council shall present a report to the Society at the biennial meetings; the material for such report shall be prepared by the Secretary. The Secretary is authorized to open one or more accounts with the approval of the Executive Committee with any of the Scheduled Banks at the headquarters in the name of the Society. The bank accounts would be operated jointly by the Secretary and Treasurer. In the absence of either of them the President may authorize a member of the Executive Committee to sign the cheques

12. Meetings

12.1.a. The Council should meet as far as possible at least once in a year.

12.1.b. The biennial general body business meeting shall be held between November 15 and January 31 at such time and place as the Council shall designate. Business affecting the organization of the Society shall be transacted only at the biennial meetings.

12.2 Notice of all meetings shall be sent to members at least 20 days in advance and of the biennial meeting 30 days in advance.

13. General

13.1 The quorum for the meeting of the Society shall consist of 30 ordinary members or one-third of the members on the roll, whichever is lower, present in person. The quorum for the meetings of the executive Committee and the council shall be four and twelve members, respectively.

13.2 Only those members whose dues have been paid for the current fiscal year shall be entitled to vote at any meeting. The fiscal year of the Society shall begin on 1st January.

13.3 The Society envisages formation of Regional Chapters of ISHMT in the country. The minimum number of members in good standing in each such Chapter shall be fifty. The guidelines for the functioning of these chapters will be issued by the Executive committee. The Executive Committee shall have overall responsibility for all matters concerning the functioning of the Chapters.

13.4 In the matter of formation, functioning and dissolution of the Regional Chapters the decision of the Executive Committee shall be final.

14. Amendments

14.1 Proposals to amend the constitution shall be made in writing to the Council and signed by at least 30 active members; they shall reach the Secretary not later than 1st February. The Council shall consider them and may place them for approval by three-fourths of the members of the whole Council.