



Society of Coastal Aquaculture and Fisheries

(Registered with the Registrar of Societies, Govt. of Tamil Nadu; Sl.No.244/2015)

C/O. Central Institute of Brackishwater Aquaculture,

75, Santhome High Road, Raja Annamalaipuram, Chennai – 600 028.

Dr. Kuldeep Kumar Lal President	Dr. Dr. T. Ravishankar , Secretary Dr. Dr. R. Ananda Raja, Joint Secretary Dr. Raymond Jani Angel, Joint Secretary	Dr. K. Ambasankar, Treasurer
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BYE - LAWS

1.	Name of the Association:	Society of Coastal Aquaculture and Fisheries
2.	Address of the registered office of the association:	C/O. Central Institute of Brackishwater Aquaculture, 75, Santhome High Road, Chennai – 600 028.
3.	Date of formation:	04.07.2015
4.	Jurisdiction of the registration:	Registrar of Societies, Chennai (Central)
5.	Working hours:	10.00 AM to 5.00 PM
6.	Objects:	As below
7.	Society bye laws:	As below

In the matter of The Tamil Nadu Societies Registration Act, 1975, (Tamil Nadu Act, 1975, (Tamilnadu Act 27 of 1975) Registration of Literacy, Scientific, Religious, Charitable and other Societies, and other Societies, and In the matter of: “**Society of Coastal Aquaculture and Fisheries**”

OBJECTS

- To act as a platform for professionals and entrepreneurs engaged in the field of Coastal Aquaculture and Fisheries.
- To facilitate Free and frank exchange of information, knowledge, thought and experience among the coastal aquaculturists and fishers;
- To mobilize, pool and collect the opinion of members with regard to all matters pertaining to the technical, financial, organizational and management faced in the development of coastal aquaculture and fisheries.
- To support the sustainable development of coastal aquaculture and fisheries in the country.

- v. To liaise with and collaborate with government departments, institutions and other stakeholders in furtherance of the above objective.
- vi. To undertake, organise and facilitate/promote study courses, conferences and lectures, publication of newsletter, books and research in matters relating to development of coastal aquaculture, fisheries and extension.
- vii. To constitute or cause to be constituted branches/activity centres at convenient places to promote the objectives of the Society of Coastal Aquaculture and Fisheries.

GENERAL BODY AND MEMBERSHIP

8. GENERAL BODY: The General Body of the **Society of Coastal Aquaculture and Fisheries** shall be composed of Life Members, Associate Member and Corporate Members.

9. MEMBER: The following shall be the Members of the Society of Coastal Aquaculture and Fisheries. Persons whose names are entered as Members of the Society of Coastal Aquaculture and Fisheries on the Register of Members of the Society of Coastal Aquaculture and Fisheries, maintained for the purpose on the date of the registration of the Society of Coastal Aquaculture and Fisheries.

- i) Persons admitted by the Executive Committee after such registration of the Society of Coastal Aquaculture and Fisheries on application in the prescribed form.

10. QUALIFICATION, CLASSIFICATION, RESTRICTION AND CONDITIONS:

MEMBER:

The following persons shall be eligible for admission as Member.

- i) Any person who is or was employed in public service, with a technical or technological background in coastal fisheries and aquaculture and is interested in development, administration and management of coastal fisheries;
- ii) Any person who is or was employed in teaching or study of Fisheries or related subjects in recognized University, College or Institution engaged in Coastal Aquaculture and Fisheries Research and Training recognized by Government; and

- iii) Any person who in the opinion of the Executive Committee is actively involved or engaged in-
 - a. The practice of Coastal Fisheries and Aquaculture or
 - b. Study and research in Coastal Fisheries and Aquaculture.

11. Corporate Member:

The Executive committee may on application in the prescribed form admit on such conditions as may be specified in each case, as a Corporate Member of the **Society of Coastal Aquaculture and Fisheries**;

- i) Any authority or organisation within the public services;
- ii) Any approved association of Members of any such services;
- iii) Any University Department or Institution;
- iv) Any Statutory Corporation;
- v) Any Joint sector Company;
- vi) Any Registered Society;
- vii) Any Business establishment involved in Coastal Fisheries activities and
- viii) The rights of a corporate member shall be exercised by its representative specified in the application for membership or otherwise notified to the President in this behalf.

12. Associate Member:

- i. The Executive Committee, may on application in the prescribed form, admit as an Associate Member of the Society of Coastal Aquaculture and Fisheries a person who is involved or concerned in the practice or study of fisheries.
- ii. The Executive Council, may on application in the prescribed form, admit as an Associate Member of the Society of Coastal Aquaculture and Fisheries a person who is a permanent employee of the ICAR-Central Institute of Brackishwater Aquaculture which is the nodal institution for research in coastal aquaculture and fisheries.

The rights and privileges of such Associate Member shall be as prescribed. The associate member shall not be eligible to be elected as an office bearer of the society and shall not have a right to vote in official business of the society.

13. Student Member:

The Executive Committee, may on application in the prescribed form, admit as a Student Member of the **Society of Coastal Aquaculture and Fisheries**, a bonafide

postgraduate student engaged in the study of Coastal Fisheries and Aquaculture. The rights and privileges of such student member shall be as prescribed. The student member shall not be eligible to be elected as an office bearer of the society and shall not have a right to vote in official business of the society.

14. 1) Provided that no person shall be eligible for admission as Member, Associate Member and Student Member unless he has completed twenty one years of age at the time of his application for admission;

2) Life Members have the right to attend all General Meetings and Extraordinary General Meeting when convened and vote at all such meetings.

3) Membership is not transferable.

FEES AND SUBSCRIPTION

15.1. Member

a) The annual subscription for Members shall be Rs.1200 /- (payable @ Rs.100 per month).

b) A member may, at any time, become a Life Member by making a lump sum payment, equal to three times the amount of annual subscription.

c) A Registration fee of Rs.500/- is payable by every one seeking membership, first time or any other time with a break in between.

2. Associate and Student Member

The annual subscription for Associate Membership is Rs.600/- (payable @ Rs.50 per month), Student membership shall be Rs.600/- (payable @ Rs. 50 per month).

3. Corporate Member

The annual subscription payable by corporate member shall be Rs. 1000/- at the commencements of the year.

16. The annual subscription shall be payable by all the members in advance at the commencement of the year itself. Members admitted after the commencement of the year shall pay in full the annual subscription prescribed for the year.

17. Persons applying for admission to membership shall be liable to pay such entrance fees, if any, as may be determined by the General body.

18. Removal of Members and Appeal:

Any member who has committed a breach of any of the rules of Society of Coastal Aquaculture and Fisheries or who has refused or neglected to abide by any of such rules or who has committed any act which, in the opinion of the Executive Committee, is calculated or

likely to bring discredit to the Society of Coastal Aquaculture and Fisheries shall be removed from the membership of the Society of Coastal Aquaculture and Fisheries by a resolution of three fourths of the members of the Executive Committee present at a special meeting thereof, convened for the purpose after at least twenty-one day's notice.

- i) Provided that no such resolution shall be passed unless the member concerned is informed by a registered letter with acknowledgement due at least twenty one day before such meeting date, time and place of the meeting and of the grounds on which it proposed to remove him from membership of the Society of Coastal Aquaculture and Fisheries and is given an opportunity to explain his conduct to the Executive Council in writing or in person at such meeting.
- ii) The name of any member whose subscription falls in arrears for the successive two years shall be removed from the Register of members of Society of Coastal Aquaculture and Fisheries.

19. The name of the member removed from the Register of Members of the Society of Coastal Aquaculture and Fisheries may be restored to only on payment of such sum as the Executive Council may determine in each case.

SELECTION OF OFFICE BEARERS

20. PRESIDENT:

The President of the **Society of Coastal Aquaculture and Fisheries** shall be elected by the General body in its Annual General Body meeting.

21. VICE – PRESIDENTS:

The Vice- President of the **Society of Coastal Aquaculture and Fisheries** shall be elected by the Annual meeting of the General body from among the Members of the General body. The Vice- President shall held office until the next Annual General Body Meeting after the election but shall be eligible for re-election.

22. SECRETARY:

The Secretary of the **Society of Coastal Aquaculture and Fisheries** shall be elected by the Annual meeting of the General body from among the members of the General Body. The Secretary shall held office until the next Annual General Body Meeting after the election but shall be eligible for re-election.

23. JOINT SECRETARY:

The Joint Secretary of the **Society of Coastal Aquaculture and Fisheries** shall be elected by the Annual meeting of the General body from among the members of the General Body. The Joint Secretary shall held office until the next Annual General Body Meeting after the election but shall be eligible for re-election.

24. TREASURER:

The Treasurer of the **Society of Coastal Aquaculture and Fisheries** shall be elected by the Annual meeting of the General body from among the members of the General Body. The Treasurer shall held office until the next Annual General Body Meeting after the election but shall be eligible for re-election.

25. EXECUTIVE COMMITTEE MEMBER:

The Executive Committee member of the **Society of Coastal Aquaculture and Fisheries** shall be elected by the Annual meeting of the General body from among the

members of the General Body. The Executive Committee member shall held office until the next Annual General Body Meeting after the election but shall be eligible for re-election.

25.1. No payment shall be made out of the funds of the **Society of Coastal Aquaculture and Fisheries** to the President or any other officer of the Society by way of honorarium for any service rendered by him/her to the Society of Coastal Aquaculture and Fisheries, Office bearers are honorary in nature.

26. COMPOSITION OF THE EXECUTIVE COMMITTEE

Special Resolution notice dated 10.06.2015 by the Secretary Rule 29 (1) and 29 (1b) by the General Body Meeting Held on 04.07.2015

- 1) The Executive Committee of the **Society of Coastal Aquaculture and Fisheries** shall be composed of thirteen members.
 - i) President
 - ii) Two Vice-Presidents
 - iii) Secretary
 - iv) Two Joint- Secretaries
 - v) Treasurer
 - vi) Executive members – 6 elected by the General body

27. a) The President or in his absence the Vice – President or in his absence one of the Executive Council Members elected for that day from amongst the Executive committee Members present will preside over the meetings of the ‘Executive Committee’

- b) Where a casual vacancy occurs in the office of the President, the Executive Council shall elect a President within them as soon as possible. He shall held office for the unexpired portion of the term of office of the previous incumbent but shall be eligible for re – election.

28. The quorum for the meeting of the Executive Council shall be of six members.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

29. 1.a) Subject to the general control and directions of the General Body, the Executive Committee shall be responsible for the management and administration of the affairs of the Society of Coastal Aquaculture and Fisheries in accordance with these rules and the bye-laws made there under for the furtherance of its objectives and shall have all powers which may be necessary or expedient for the purpose.

b) The Executive Committee shall meet as often as required but not less than thrice in a year.

2) Without prejudice to the generality of the powers conferred by the foregoing sub-rule, the Executive Committee shall have the power.

- a) To take decisions on application for membership,
- b) To prepare and execute detailed plan and programme for furtherance of the objectives Society of Coastal Aquaculture and Fisheries by accepting Consultancy Services.
- i) To receive, to have custody of and to expand the funds of the Society of Coastal Aquaculture and Fisheries and to manage the properties / assets / funds of the Society of Coastal Aquaculture and Fisheries.
- ii) To take decisions to invest or deposit its funds in any one of the methods mentioned in the section 24 of the 'Tamil Nadu Act 27 of 1975'.
- iii) To appoint and control such staff as may be required for the efficient management of the affairs of the Society of Coastal Aquaculture and Fisheries.
- iv) To enter into agreement for and on behalf of the Society of Coastal Aquaculture and Fisheries.
- v) To appoint Committees for disposal of any business of Society of Coastal Aquaculture and Fisheries or for advice in any matter pertaining to the Society of Coastal Aquaculture and Fisheries.
- vi) To sue and defend all legal proceedings on behalf of the Society of Coastal Aquaculture and Fisheries.
- vii) To make rules consistent with the bye-laws and adopt byelaws for the regulations of and for any purpose connected with management and administration of the affairs of the Society of Coastal Aquaculture and Fisheries and for furtherance of its objectives, in particular to make and, adopt procedures for conducting the business of the Executive Committee, the Regional branches and the Committees to be appointed by it, for regulating the rights and privileges of Corporate Members, Associate Members, and student members for delegation of its powers.

30. The Standing Committee:

The Executive Committee shall appoint a Standing Committee from amongst its members of not more than three members to attend to and discharge of:

- i) The current business of the Society of Coastal Aquaculture and Fisheries on its behalf ,

- ii) Such other matter or business as may be delegated to it by the Executive Committee,
- iii) A member of the Standing Committee Shall hold office until the next Annual General Body Meeting or until he ceases to be a member of the Executive Committee whichever is earlier but shall be eligible for re-appointment and
- iv) The strength of the Standing Committee shall be such as the General Body may from time to time determine.

FUNCTION OF THE SECRETARY

- i) The Secretary shall convene all meetings of the Society of Coastal Aquaculture and Fisheries, of the Standing Committee or any committee constituted by the Executive Committee and shall give 7 days notice of those meetings to the Members concerned.
- ii) The Secretary shall cause minutes of all proceedings of the meetings and of its Executive Committee in books kept for the purpose.
- iii) The Secretary shall prepare the Agenda of various meetings and circulate the same.
- iv) The Secretary shall see to the execution of various resolutions of the Executive Committee and various Committees.
- v) The Secretary shall look after the day-to-day business management of office staff etc.
- vi) The Secretary will arrange for the preparation and filing with concerned register of such records of annual or other statements, which are specified in the Tamil Nadu Societies Registration Act, 1975 and Rule 1978.
- viii) In all legal proceedings by or against the Society of Coastal Aquaculture and Fisheries, in the absence of Executive Committee, the Secretary is authorized to bring or defend or cause to be brought or defend any action or other legal proceedings touching or concerning any property, rights or claim of the Society of Coastal Aquaculture and Fisheries and may sue or be sued in respect of any such property, right or claim.

Filing of Documents by Secretary with Registrar:

- i) An authenticated copy of such receipts and expenditure account, balance sheet and report.

ii) A statement of names, addresses and occupation of the persons who at the expiry of the financial year were members of the Society of Coastal Aquaculture and Fisheries.

iii) A declaration to the effect that the Society has been carrying on business or has been in operation during the financial year.

31. Accounts and Audit

- i. The accounts of Society of Coastal Aquaculture and Fisheries shall be audited by the Auditors appointed for the purpose by the General Body (or).
- ii. By two or more members of the Registered Society (not being members of the Committee) appointed by the Society of Coastal Aquaculture and Fisheries and possessing the prescribed qualification.
- iii. Qualifications of persons to audit the accounts of Society of Coastal Aquaculture and Fisheries will be as per rule 21 of Chapter III, the Tamil Societies Registration Rules, 1978.
- iv. Every year the books of accounts of the Society and funds connected with or controlled by the Society shall be audited by one or more auditors. The Society shall at each annual general meeting appoint one or more qualified chartered accountants as auditor or auditors to hold office from the conclusion of that meeting until the conclusion of the next annual general meeting. Subject to the appointment terms, the appointment, remuneration, rights and duties of the auditor or auditors shall be regulated by **section 16 of the act**.
- v. All notices of, and other communications relating to any general meeting of the Society, which any member of the Society is entitled to have sent to him shall also be forwarded to the Auditors of the Society and the Auditors shall be entitled to attend any General Meeting which the member attends on any part of the business which concerns them as Auditors.
- vi. The Auditor's Report shall be read before the members in the General Meeting and shall be open to inspection by any member of the Association.
- vii. The funds of the Society shall be invested only in the assets specified by **Section 11 (5) of the Income Tax Act, 1961**.

1. Financial transaction and functions of Treasurer:

- a) The Treasurer shall maintain the following books of accounts:
- b) Cash books showing daily receipt and expenditure and the balance at the end of each day;

- c) Receipt book, containing forms in duplicate, one of each set to be issued with details of money received by the Association and other to serve and counterfoil;
- d) Vouchers file, containing all vouchers for contingent and other expenditure incurred by the Association, numbered serially and filed chronologically;
- e) All expenditure above Rs.5000/-(Rupees five thousand only) should invariably got sanctioned and approved by the Executive Committee.
- d) Ledger showing consolidated and separate accounts of all items of receipts and expenditure member-wise as well as item-wise;
- f) Monthly register of receipts and disbursement.

2) Filing of Documents.

- h) The treasurer after the expiry of each financial year place before the General Meeting the receipt and expenditure account balance sheet together with the report duly signed by him, the auditors or any one member of the Committee.

4) Supply of copies of:

- a) The receipt and expenditure account;
- b) The balance sheet to any member on application, on payment of fee rupee three.
- c) The treasurer shall not keep in his hand an amount exceeding Rs.1000/- but shall deposit all sums in excess of this amount in the name of the Society of Coastal Aquaculture and Fisheries in the Nationalized Bank or Banks approved by the Executive Committee.

32. ELECTION

32. 1. Elections for the office bearers and membership of the Executive Committee shall be held on day of the Annual General Meeting. The elections should be conducted by secret ballot if more than one nomination is received for a position.

1. The General Body shall ensure that the elections are conducted in a fair and transparent manner, and for that purpose may prescribe the procedures of election and issue instructions to the Election Officer(s).
2. For the election of the office bearers and Executive Committee Members, the Election Officer(s) shall finalize a schedule for the various events for the election, and communicate the schedule to the members and invite nominations of the candidates for

the Office for which the election is to be held, at least 21 days before the date of election.

3. The Executive Committee shall prescribe the format of the nomination forms and the quantum of fees to be remitted along with the nomination form. The nominations for election should be signed by the candidates, the proposer and seconders and should be accompanied by the receipt issued by the Society Office acknowledging the payment of fees prescribed for the nomination. The nomination for the office bearers and governing council members should be proposed by a member and seconded by at least 2 members of the general body.
4. All nominations must be in the name of the member, with the name of the Authorized Representative also being given where applicable. A member can contest only for one post. If a member is nominated for more than one post, all nominations would be rejected.
5. If the number of candidates validly nominated for any office be equal or less than the number of seats vacant, then, the said candidate(s) shall be declared as elected by the Election Officer(s). If there shall be more candidates than the seats vacant, an election shall be held. The election shall be by secret ballots and should offer adequate opportunity for all members to exercise their votes. The persons, who have received the largest number of votes, till the vacancies available are filled, shall be declared elected. The Election Officer(s) shall submit before the Annual General Meeting the list of names of the elected candidates, and the votes polled by all candidates.
6. The decisions of the Election Officer(s) so long they are not in contradiction of these Bye Laws, and the procedures lay down and the instructions given by the General Body are final and binding in all matters connected with the election process and the declaration of results.
1. The Society may destroy all or any records and documents relating to the election after a period of six months from the date of election.

33. Casual Vacancies:

The Executive Committee shall function notwithstanding any vacancy therein and notwithstanding any defect in its constitution and no act or proceedings of the Executive Committee shall be invalid and no act or proceedings of the Executive Committee shall be invalid by reason only of the existence of any vacancy amongst its members or any defect in its constitution.

Meetings of the General Body of the Society of Coastal Aquaculture and Fisheries:

34. The Annual General Body Meeting shall be called by the President of the Society of Coastal Aquaculture and Fisheries after the expiry of the financial year **within 30th September of every year** after **giving at least twenty one day's notice** of date, time, place and the general nature of business to be discussed at such meeting and shall transact the following business: -

- a) Election of the office bearers;
- b) Consideration of the balance sheet and the audited accounts for the past year;
- c) Appointments of auditors for the ensuing year and fixing their remuneration;
- d) Other Business on the agenda (proposed by members or Executive Council);
- e) Such other business as may be brought forward with permission of the as provided in Rule 44.

35. A list shall be filed with Register of the names, addresses and occupations of the members of the General Body in the Form VI.

36. The President of the Society of Coastal Aquaculture and Fisheries may of his own accord and shall if required to do by requisition in writing signed by not less than ten members of the Society of Coastal Aquaculture and Fisheries call after notice of at least twenty-one days, a special meeting of the General Body i.e the special General Body Meeting.

37. The President of the Society of Coastal Aquaculture and Fisheries or in the absence of President, the Vice-President shall preside at the meeting of the General Body.

38. One third of the Members of the Society of Coastal Aquaculture and Fisheries shall form a quorum for any meeting of the General Body.

39. If there should be no quorum on the appointed day, the meeting of the General Body shall be postponed after half- an-hour at the same time and place and conducted with the available members as quorum.

40. Every question shall be decided by the General Body by a majority of those present. Every member of the General Body shall have one vote and in case of equality of votes, the presiding officer shall have s second or casting vote.

41. Extra Ordinary General Body Meeting:

- (1). The committee may, at any time call an extraordinary general meeting of the registered society and shall call such a meeting within such period as may be prescribed after receipt of a requisition in writing from one third of members of proportion of the total number of members as may be specified in the by-laws of the registered society.
- (2). If an extraordinary general meeting is not called in accordance with such requisition, the requisitionists shall have power to call such meeting themselves.
- (3). Every registered society shall cause minutes of all proceedings *of* its general meetings; and of its committee to be entered in books kept for the purpose separately.

Dissolution of Society of Coastal Aquaculture and Fisheries and Adjustment of their Affairs:

42. The Association of Society of Coastal Aquaculture and Fisheries may by special resolution, determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time specified in the resolution adjusting the rule 41 of the Tamil Nadu Societies Registration Act, 1975.
43. In the event of the dissolution of the Society of Coastal Aquaculture and Fisheries, there shall remain after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society of Coastal Aquaculture and Fisheries or any of them, but shall be given to some other society or Forum related to coastal fisheries to be determined by the votes of not less than three fourth of the members present personally or by proxy at the time of dissolution or in default thereof by a competent Court.

GENERAL

44. Headquarters of the Society of Coastal Aquaculture and Fisheries shall be at ICAR-CIBA, 75, Santhome High Road, Chennai.
45. The Memorandum of Bye-laws (rules) of the Society of Coastal Aquaculture and Fisheries shall not be amended except by a resolution passed by a three - fourth majority of the members present at a meeting of the General Body convened for the purpose.
46. No proposal for alteration of the Bye-laws (rules) of the Society of Coastal Aquaculture and Fisheries shall be considered by the General Body unless at least twenty-eight days' notice thereof has been given to the President.

47. The monthly gathering of Society of Coastal Aquaculture and Fisheries will be held at 10.30 a.m. on the Second Saturday of every month at the Central Institute of Brackishwater Aquaculture, Santhome, Chennai-28.

48. Society of Coastal Aquaculture and Fisheries will supply to any member on application and on payment of a fee of Rupee Fifty.

- a) The Memorandum of Association.
- b) The Bye-laws (rules).
- c) The receipt and expenditure account.
- d) The balance sheet.

48. Any member of Society of Coastal Aquaculture and Fisheries who steals, purloins or embezzles any money or other property or will-fully and maliciously destroys or injures any property of the Association or forges any deed, bond security of money, receipt or other instrument whereby the funds of the Society of Coastal Aquaculture and Fisheries may be exposed to loss, shall be liable to be punished in like manners as any person who is not a member would be subject and liable to in respect of the like offence.

49. For matters not mentioned or clearly not mentioned in the Bye-laws, the provisions of the Tamil Nadu Societies Registration Act, 1975 and Rules, 1978 will apply.