



## INDIAN INSTITUTE OF CHEMICAL ENGINEERS

Dr. H. L. Roy Building, Raja Subodh Chandra Mullick Road, Kolkata – 700032

Ref.No. SBK/EGM-4/2024

Date: 25.11.2024

### NOTICE TO ALL MEMBERS

#### **NOTICE OF EXTRAORDINARY GENERAL MEETING OF CORPORATE MEMBERS UNDER SECTION 33.1 OF CONSTITUTION (RULES & REGULATIONS)**

Dear Member,

NOTICE is hereby given that an Extraordinary General Meeting of the Corporate Members of the Indian Institute of Chemical Engineers (IIChE) will be held on 27<sup>th</sup> December, 2024 at 17:00 hours at IT Park, Ground Floor, Video Conference Room, NIT Jalandhar to transact the following business: -

1. To ratify the MOM of 1<sup>st</sup> Constitution Amendment Committee for 2024 held on 7th April 2024 followed by the decision of the Council in its 5<sup>th</sup> meeting held on 29<sup>th</sup> September 2024 for the Constitution amendment (Annexure-1)
2. Co-option of two more members in the council from industry subject to satisfying criteria as proposed in the 5<sup>th</sup> Council Meeting. (Annexure-2)

You are requested to kindly make it convenient to attend the meeting.

**Mr. S. I. Thakar**  
**President-IIChE, 2024**

**N.B: Annexure -1 & 2 are available in the website: [iiche.org.in](http://iiche.org.in)**

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#### **Note:**

Extract from the Constitution (Rules & Regulations) of the Institute concerning "General Meetings of the Institute" is given below for ready reference:-

#### **32. General Meetings of the Institute:**

- 32.1 An Annual General Meeting shall as a rule be held within nine months from the end of every financial year. Notice convening the Meeting should be issued to Members at least one month in advance indicating the date, time and venue of the Meeting and the agenda of business to be transacted. The Annual Report of the Institute together with the audited statement of accounts for the preceding financial year shall be presented by the Council and be considered by the Meeting. Resolutions emanating from the Council shall be discussed and voted upon. The Auditor for the next year shall be appointed in the Annual General Meeting and the Auditor's remunerations shall also be fixed. Resolutions submitted by Corporate Members shall then be discussed and voted upon. All resolutions to be moved by Corporate Members must be proposed by one and supported by at least two Corporate Members and must be submitted in writing to the Secretary to reach at least fourteen days before the date of the Annual General Meeting.
- 32.2 The President and the Council shall have the powers to accept or reject any such resolution to be moved. After the business on the Agenda is completed, any Corporate Member may move a resolution on any matter of importance and urgency subject to the permission of the Chairman of the Meeting. All resolutions moved at the Annual General Meeting must be seconded before they can be discussed and voted on.
- 32.3 The names of the Members elected to the new Council shall be announced at the Annual General Meeting.
- 32.4 All Corporate Members whose subscriptions have been fully paid by the 31<sup>st</sup> March of the financial year to which the annual Meeting pertains shall be eligible to vote on matters discussed at the General Meeting.
- 32.5 All the resolutions shall be passed in the Annual General Meeting with simple majority.
- 32.6 Thirty Corporate Members of the Institute shall constitute a quorum for the Annual General Meeting. If there is no quorum, the Meeting shall be adjourned and called after a gap of 15 minutes.

## ANNEXURE – 1

### **Recommendations given after 1<sup>st</sup> Constitution Amendment Committee (CAC) – 2024 meeting held online on 07.04.2024 at 11.00 AM**

The Constitution Amendment Committee was held online on 7<sup>th</sup> April 2024 to discuss and deliberate in depth the amendment suggestions received from the Council Members as well as referred items from EGM-2020 dated 28.10.2020. The committee has unanimously recommended the amendment suggestions for their ratification in the ensuing EGM and / or AGM after their endorsement by the Council 2024.

### **IChE Constitution Modifications: Suggestions and Recommendations:**

Sl. No	Agenda point based on the Existing / New Article	Recommendations from the Members of CAC-2024
1	<p><b>Article 22: Termination / Suspension &amp; Revival of Membership [Referred Item]</b></p> <p>22.1 Any member failing to pay his subscription after it falls due on the First of April each year by the Thirty-first March of the succeeding year, shall be deprived while so in default of the rights and privileges to participate in the activities of the Institute by removing his name from the mailing list.</p> <p>22.1.1 Any Member whose dues remain unpaid for two years and fails to clear his dues within three months from the date of receipt of a written demand by the Secretary in the prescribed form is liable to be excluded from the membership of the Institute by removing his name from the Register of the Institute, by order of the Council at a Meeting without further reference to him and such action of the Council terminating/suspending his membership, in good faith, shall be lawful and in order, and the defaulting Member so excluded, shall cease to be a Member of the Institute from the date of his exclusion.</p> <p>22.2 The Council shall have the right to terminate/suspend the membership of the Institute of any Honorary Fellow, Fellow,</p>	<p><b>Article 22: Termination / Suspension</b></p> <p>22.1.0 Failure to pay Subscription:</p> <p>22.1.1 Any member failing to pay his / her subscription which falls due on the First of April each year and followed by the Thirty First March of the succeeding year, shall be deprived while so in default of the rights and privileges to participate in the activities of the Institute by removing his name from the mailing list.</p> <p>22.1.2 Any Member whose dues remain unpaid for consecutive two years and fails to clear his / her dues within three months from the date of receipt of a written demand by the Hon. Secretary in the prescribed form; he / she is liable to be excluded from the membership of the Institute by removing his / her name from the Register of the Institute, by order of the Council at a Meeting without further reference to him / her. Such action of the Council terminating / suspending his / her membership, in good faith, shall be lawful and in order, and the defaulting Member so excluded, shall cease to be a Member of the Institute from the date of his / her exclusion.</p> <p>22.2.0 Acts tarnishing / Damaging Institute's Image:</p>

<p>Member, Associate Member, or Student Member who, in the opinion of the Council, have acted willfully in contravention of the Articles or any bye-laws made thereunder or shall be found guilty of such conduct as shall render him unfit to belong to the Institute provided that:</p> <p>22.2.1 The person concerned shall have been given an opportunity of representing his case in writing to the Council, and</p> <p>22.2.2 A resolution for termination of membership shall be placed as an agenda item and shall be passed by two-third majority of the members present at a Meeting of the Council. (REWORDED as</p> <p>(New Articles)</p>	<p>The Council shall have the right to terminate/suspend the membership of the Institute of any Honorary Fellow, Fellow, Member, Associate Member, or Student Member who, in the opinion of the Council, have acted willfully in contravention of the Articles or any bye-laws made thereunder or shall be found guilty of such conduct as shall render him unfit to belong to the Institute provided that:</p> <p>22.2.1 The person concerned shall have been given an opportunity of representing his / her case in writing to the Council, and</p> <p>22.2.2 A resolution for termination of membership of a member of IChE / National Council / Office Bearer of National Council / Executive Committee of Regional Centres shall be placed as an agenda item and shall be passed by two-third majority of the members present at a Meeting of the Council. The name of the Member shall be widely circulated amongst other professional organizations and Indian National Academy of Engineering (INAE).</p> <p>22.3.0 Addressing Member's Grievances: If any members of the institute including council members and EC members of the RC having grievances against administration procedures / functioning of HQ or RC, the matter should be first informed in writing to the Chairman of the Legal Committee with a hard copy to Honorary Secretary and President. The legal committee shall investigate the matter and the recommendation will be forwarded to the council for its purview and further course of action. The decision of the council will be final.</p> <p>22.4.0 Suspension / Termination: 22.4.1 If any members fails to follow procedures laid at article 22.3.0 and discloses the Institute's Confidential and / or Sensitive information of Institute HQ / RC to the outside Institute's Domain, Electronics and / or Print media which may tarnish Institute's Image / cause severe damage of the Institute's image leading to disturbances in the day-to-day functioning of the Institute HQ / RC, Council shall have the right to suspend / terminate the membership of such person from the Council and /or Executive Committee with immediate effect for which a resolution shall be passed by two-third majority of the members present at a Meeting of the Council or extra</p>
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ordinary Meeting of Council prior to attracting article 22.2.0

22.4.2 The Council shall have the right to suspend / terminate the membership of the Institute of any member in the category of Honorary Fellow / Fellow / Member / Associate Member / Student Member, who, in the opinion of the Council, has acted willfully (a) in the contravention of the Clauses of Constitution or

(b) any of byelaws there in or

(c) shall be found guilty of conducts such as

- Unethical practices tarnishing Institute's Image / causing damage to Institute's image,
- Financial Irregularities with funds of HQ / Regional Centres or funds generated from programmes under the aegis of Regional Centre or IChE HQ's National programs by any member or Office Bearer of Regional Centres / National Council
- An act of indiscipline, etc.

Any of such actions of said member / members shall render him / her unfit to belong to the Institute. provided that:

22.4.3 The person shall be removed forthwith from National Council / Executive Committee of Regional Centres prior to attracting Articles 22.2.2 and 22.2.3, if the person is a Member of Council / Member of the Executive Committee of RC / Office Bearer of Council / Office Bearer of Executive Committee of RC.

22.5.0 Council shall contemplate the following sanction(s) for misconducts / offenses / violation of Articles of Constitution of IChE, in case termination of Membership, is not considered:

- For present Council Member / present Office Bearer of Council:  
Termination of Membership from the Council forthwith debarring the person for a period of 25 years from entering the Council and or EC of RC with the Notification as mentioned in Article 22.4.0
- For past Council Member / past Office Bearer of Council:  
Debar the person for a period of 25 years from entering the Council and or EC of RC

		<p>with the Notification as mentioned in Article 22.4.0</p> <ul style="list-style-type: none"> <li>• For present EC Member of RC / present Office Bearer of EC of RC: Termination of Membership from the EC of RC forthwith debarring for a period of 25 years from entering the EC of RC and Council with the Notification as mentioned in Article 22.4.0</li> <li>• For past EC Member of RC / past Office Bearer of EC of RC: Debar the person for a period of 25 years from entering into the EC of RC and Council with the Notification as mentioned in Article 22.4.0.</li> </ul> <p>Amendments of Article 22.0 shall be applied retrospectively.</p>
2	<p><b>25.13: Termination of Council Member: [Referred Item]</b> If a Council Member fails to attend 50% of the Council Meetings held in a year, his membership of the Council shall be terminated. The vacancy thus created, shall be filled up by the Council through co-option from that particular zone.</p>	<p><b>25.13: Termination of Council Member:</b> If a Council Member fails to attend 50% of the Council Meetings held in a year, his / her membership of the Council shall be terminated. The vacancy thus created, shall be filled up by the Council through co-option from that particular zone.</p> <p><b>25.13.1</b> If a Council Member fails to attend 3 (Three) Council Meetings consecutively held in a year, his / her membership of the Council shall be liable to be suspended / terminated if not adequately justified and as per discretion of the Council. The vacancy thus created shall be filled up by the Council through co-option (as per the article 25.7) from that particular zone.</p> <p><b>25.13.2</b> All Council Members are imperatively notified to attend the FIRST Council Meeting due to requirements of electing Office Bearers of the Council and also the SIXTH Council Meeting because of importance of organization, management and smooth steering of CHEMCON.</p>
3	<p><b>Article 26.0 Standing Committees: [Amended-2020 in the AGM]</b> c) Internal Audit Committee: Convener shall be the Treasurer</p>	<p><b>Article 26.0 Standing Committees:</b> c) Internal Audit Committee: In order to facilitate the Internal Audit, the Convener shall be the Hon Treasurer but will have no audit power / responsibility except meeting all requirements of Internal Audit.</p>

4	<p><b>Article 34.3.1</b> <b>(Suggested New Amendment Clauses for incorporation) [Amended-2020 in the AGM]</b></p> <p>The non-refundable nomination fees shall be charged Rs. 5000/- (Rupees five thousand only) for contesting the council election.</p>	<p><b>Article 34.3.1</b></p> <p>34.3.1 The non-refundable nomination fees of Rs. 5000/- (Rupees five thousand) only shall be charged for contesting the council election. <i>The council is authorized to revise the nomination fees as deemed fit from time to time.</i></p>
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**Chairman**  
**CAC**

**Convener**  
**CAC**

## Annexure – 2

### Agenda 3.2 of the 5<sup>th</sup> Council Meeting, held on 29<sup>th</sup> September'2024 at RGIPT Jais, Amethi

3.2 Reference item no. 7.7 of the 4th Council Meeting 2024 held on 06.07.2024 at Hyatt Place, Bharuch.

With reference to the 1st CAC committee meeting held on 7th April, 2024, followed by Council's recommendation (Annexure- 1), the same was circulated among the Council members for their suggestions. The members have given some additional points (Annexure – 2) to consider for further discussion in the CAC-2024 Committee. The same has been forwarded to CAC-2024 committee for recommendation.

Council discussed the matter at length and point-wise suggestion was given by various members, however it was unanimously decided that recommendations of CAC-2024 Committee will be considered and amended finally. However, some additional suggestions given by the members will be forwarded in the CAC-2024 Committee for further discussion and recommendation. The Council has decided to add two more co-opted members, in addition to the three already present. These new members will serve for a tenure of one year, with the possibility of extending for a maximum of two years in their lifetime.

Council discussed the matter at length and recommended below the suggestion along with the Annexure-1A.

i) To emphasize the industry representation in the council two additional members may be co-opted (Industry) from the industry as per the existing co-option procedure with following terms and condition.

- The member should have at least 3 years regular service life in the industry after co-option.
- The co-opted member should be senior administrative position as deemed to be considered by the council.
- A member will be co-opted maximum for 2 years as co-opted (Industry) in his/her life time. However, he/she can contest for the regular council election.