



सत्यमेव जयते

Certificate of Registration

To Societies Registration Act, 1960
(ACT XXI OF 1860)

MAHARASHTRA STATE

Registration No. Bom. 119/67 G.B.B.S.D.

IT IS HEREBY CERTIFIED THAT

INDIAN PEST CONTROL ASSOCIATION

has this day been duly registered under the
Societies Registration Act, of 1860

Assistant
Registrar of
Societies
GREATER
BOMBAY
REGION

Given under my hand this

9th day of Sept. 1967

A.Q.M. Peshimam
Assistant Registrar of Societies
Gr. Mumbai Region

In the matter of Act XXI of 1860 being an Act for the Registration of Literary, Scientific and Charitable Societies.

AND
In the matter of “INDIAN PEST CONTROL ASSOCIATION”
Memorandum of Association

1.0 Name :

The name of this association shall be the “Indian Pest Control Association” hereinafter for brevity sake, referred to as the 'IPCA'

1.1 Address :

Premises No.1, Prayas Building, Old Police Station Road, Vile Parle West, Mumbai – 400 056, Maharashtra, INDIA.

1.2 Definitions :

1. **“Association”** means Indian Pest Control Association.
2. **“Amendments”** means revisions or alterations proposed by the committee or members and approved by the General Body.
3. **“Authorised Signatory”** – means person authorised to put their signatures in the matters specifically assigned to them.
4. **“Budget”** – means financial planning and sanctions done by the Treasurer in consultation with the Managing Committee.
5. **“Certificate”** – means certificate issued by the Association to its members or non-members as the case may be.
6. **“Code”** means code of ethics framed and followed by the members of the Association.
7. **“Complaint”** – means Grievance or allegation addressed by the members of the Association. 8. **“Committee”**- means Managing Committee of the Association consisting of President, Immediate Past President and elected members from each region.
9. **“Disciplinary Actions”** – means Action/s taken against the members, as provided in this constitution for involving in the activities repugnant to the objectives or code of ethics of the Association, or against the by-laws of the Association.

10. **“Eligibility”** – Eligibility criteria for enrolling as member prescribed by the Association.
11. **“Elections”** – Election conducted for electing office bearers of the Association at the end of their tenure.
12. **“Events”** – means workshops, programmes, training sessions and conventions or any other meeting organised and conducted by the Association in India or abroad.
13. **“Fees”** – means membership fees fixed by the Association for enrolling the entities and companies as members of the Association or for conducting training, workshops, convention, meetings, etc. Amount of fees can vary & shall be as decided by the organisers of the each event other than annual membership fees.
14. **“Financial Year”** – means the financial year of the IPCA shall be from 1st April to 31st March of every year.
15. **“Financial Powers”** – means financial limits sanctioned and authorised to the Managing Committee and President of the Association.
16. **“General Body”** - means General Body of the Association.
17. **“Member”** – means the entities or companies who are registered with Association fulfilling the criteria specified by the Association
18. **“Membership”** – means categories of membership offered by the Association.
19. **“Meeting”** – means Managing committee meeting, Emergency MC meeting, Annual General Body Meeting and Extra ordinary General Body Meeting of the Association.
20. **“Misconduct”** – means members acting against the conduct, code, objectives & rules of the Association.
21. **“Notice Period”** – means the notice issued by the Association as required by the by laws.
22. **“President”** – President of the association means elected Presiding officer of the Annual General Body Meeting, Extra Ordinary General Body Meeting, Grievance Redressal Committee, any other meeting of the association and authorised for issuing certificates to the members of the Association.
23. **“Vice President”** – means who will act and discharge duties of the President in his absence or removal or resignation from his Office for the remaining term of the president.

24. **“Rules”** – means rules and regulations of the Association.
25. **“Quorum”** – means minimum members required to be present for the conduct of Annual General Body Meeting and Extra Ordinary General Body Meeting.
26. **“Seal”** – means Official seal of the Association.
27. **“Secretary”** – means Chief Administrator of the Association and authorised signatory in the matters relating to the day to day affairs of the Association and shall be the custodian of the Seal.
28. **“Treasurer”** – person authorised to manage entire financial matters of the Association.
29. **“Tenure”** – means period of office prescribed for the Office bearers.
30. **“Termination”**- means removal or suspension from the membership of the Association.
31. **“Validity”** – the membership of the Association are valid for the period of one year only.
32. **“Venue”** – means place of conduct of events & meetings subject to change from time to time by the Association.
33. **“Work Order”** : document issued by the association to the vendors for execution of entrusted work. This can be either by e mail or via printed on association letterhead.
34. **“Pest Management Operation”** : shall mean performing pest Management services at large and who in the performance of such service use and employ judicious & sensitive use of pesticides and / or any other techniques of pest management services involving non-chemical approaches that might modify the environment less suited for the development of the pest population. Primary objective of the pest management is to minimize any harmful effects that may result from the use of pesticides.

2.0 Objects:

2.1 The objects of the 'IPCA' shall be as follows:

- a. To protect and promote interests of the Professional Pest Managers in India.
- b. To promote scientific growth of Pest Management Services, technology and quality control, improve industry standards by way of continuous internal training programs.

- c. To develop technical research in the methods of application of pesticides and associate closely in the national programme of increasing food production and maintenance of clean environment and hygiene in the country.
 - d. To promote co-operation and exchange of information between its members
 - e. To promote harmonious relationship between all members of the Association and their employees.
 - f. To subscribe to become a member of or otherwise affiliate or co-operate with any other body in India or elsewhere with which the association has a common interest to establish, cooperate with, or, receive into the Association or otherwise assist any Association or, accept affiliation of any other Association having object similar to those of this Association.
 - g. To keep members informed and to promote their common interest in connection with Central, State or other legislation pertaining to the industry whether enacted or proposed.
 - h. To consider questions connected with the Pest Control Service activities of its members and to ascertain the view of those engaged in such matters directly or indirectly affecting the industry.
 - i. To enter, into arrangement with any Govt. or Authority, whether supreme municipal, local or otherwise that may seem conducive to the Association's objects and to obtain from any such authority all rights, concessions and privileges which the Association may consider it desirable to obtain, carryout, exercise and comply.
 - j. To carry out all other things incidental to and consequential upon the lawful attainment of the Objects of the Association.
- 2.2 The activities of the IPCA shall be such as to promote healthy competition, lay down standards in prices and practices and restrain members from activities contrary to objects of IPCA.
- 2.3 The affairs of 'IPCA' shall not be conducted for profit. The names, addresses and occupation of the members of the Governing body to whom, by the rules of the Society, the Management of its affairs is entrusted.

S. No.	Name	Address	Occupation
1.	Mr. N. S. Rao President	Pest Control (India) Pvt. Ltd., Yusuf Building, M.G. Road, Bombay – 400 001	Business Man
2.	Dr. A. Sarup Vice President	Pest Control Corporation 27, Bentinck Street, Calcutta – 1	Business Man
3	Mr. Subhash Secretary	Oberoi Pest Control Corporation Bhatia Bldg., 203, Dr. D. N. Road, Bombay – 400 001.	Business Man
4	Mr. H. C. Chawla Joint Secretary	Pesticide Spray Co., C-336 Defence Colony, New Delhi 110 003.	Business Man
5	Dr. Dipak R. Shah, Treasurer	Pest Control (India) Pvt. Ltd. Yusuf Building, M.G. Road, Bombay – 400 001.	Business Man
6	Mr. V. H. Pancholi. Bombay Representative	Filcco Pvt. Ltd. Sewri Fort, Road, Sewri (East), Bombay 400 015	Business Man
7	Mr. K.P. Siganporia Bombay Representative	B. Kaikushroo & Co. 19, Bank Street, Fort, Bombay 400 001.	Business Man
8	Dr. A. Sarup Calcutta Representative	Pest Control Corporation, 27, Bentinck Street, Calcutta – 1.	Business Man
9	Mr. M. Walshe Calcutta Representative	Pest Control M. Walshe Khorshed Building 14, Sir P. Mehta Road, Bombay 400 001	Business Man
10	Mr. K. V. Gopinath Madras Representative	Pest Control Co. 16/1 Residency Road, Bangalore.	Business Man
11	Mr. O. G. Rajulu Madras Representative	Infestation Control Corp., 29, Clive Road, Bangalore – 5	Business Man

12	Mr. A. S. Goel Delhi Representative	Pest Control Corporation, 8/12, Rajpur, Road, Delhi – 110 006	Business Executive
13	Mr. K.R. Sontakay Delhi Representative	Infestation Control Corporation X – 2 Hauz Khas, New Delhi – 110 016	Tech Consultant
14	Mr. B. M. Bhatt Co-opted	Pestco Modern Services, Botawalla Building, 11 / 13 Horniman Circle, Bombay - 400 001.	Business Man

"We the undersigned are desirous of being formed into a Society under the Societies Registration Act 1860."

SN	Name	Signatures	Address
1	Mr. M. Walshe	Sd/-	Pest Control M. Walshe Khorshed Building, 14, Sir P. Mehta Road, Bombay 400 001.
2	Mr. Vijay Oberoi	Sd/-	Pest Control Corpn. Bhatia Bldg., 203, Dr. D. N. Road, Bombay – 400 001.
3	Mr. V. Pancholi	Sd/-	Filcco Pvt. Ltd. Sewri Fort Road, Sewri (East), Bombay - 400 001,
4	Mr. K. P. Siganporia	Sd/-	B. Kaikushroo & Co. 19, Bank Street, Fort, Bombay 400 001.
5	Mr. B. M. Bhatt	Sd/-	Pestco Modern Services Botawalla Building, 11/13, Horniman Circle, Bombay 400 001
6	Mr. C. A. Parikh	Sd/-	Hindustan Pest Control Tamarind House, 36/A-9, Tamarind Lane, Bombay 400 01
7	Mr. N. S. Rao	Sd/-	Pest Control (India) Pvt. Ltd. Yusuf Building, M.G. Road, Bombay – 400 001

Date : 21st August 1967

Place : Bombay

INDIAN PEST CONTROL ASSOCIATION

CONSTITUTION

ARTICLE :

1.0 Name:

The name of this association shall be the "Indian Pest Control Association
"hereinafter for brevity sake referred as the 'IPCA'

2.0 Objects:

2.1 The objects of the 'IPCA' shall be as follows:

- a. To protect and promote interests of the Commercial Pest Control Operators
- b. To promote scientific growth of Pest Control Services, technology and quality Control.
- c. To develop technical research in the methods of application of pesticides and associate closely in the national programme of increasing food production and maintenance of clean environment and hygiene in the country.
- d. To promote co-operation and exchange of information between its members.
- e. To promote harmonious relationship between members of all the Association and their employees.
- f. To subscribe to become a member of or otherwise affiliate or co-operate with any other body in India or elsewhere with which the association has a common interest to establish, cooperate with, or, receive into the Association or otherwise assist any Association or, accept affiliation of any other Association having object similar to those of this Association.
- g. To keep members informed and to promote their common interest in connection with Central, State or other legislation pertaining to the industry, whether enacted or proposed.
- h. To consider questions connected with the Pest Control Service activities of its members and to ascertain the view of those engaged in such matters directly or indirectly affecting the industry.
- i. To enter, into arrangement with any Govt. or Authority, whether supreme, municipal, local or otherwise that may seem conducive to the Association's objects and to obtain from any such authority all rights, concessions and privileges which the Association may consider it desirable to obtain, carryout, exercise and comply.

- j. To carry out all other things incidental to and consequential upon the lawful attainment of the objects of the Association.

2.2 The activities of the IPCA shall be such as:

- To promote healthy competition,
- Lay down Industry standards in Pest Management & Allied Services for the benefit of its members along with process and standard practices
- Restrain members from activities contrary to these objects of "IPCA".

2.3 The activities of IPCA shall not be conducted for profit.

3.0 Code of Ethics:

The membership shall observe the following Code of Ethics:

3.1 Relation of Members to Public: The members, in their advertisements or other solicitations of business shall not use tricky, fraudulent or misleading working or methods.

3.2 Relation of Members to Client: The members shall thoroughly analyse the requirements of their clients, and shall conscientiously recommend the means best suited for the client's needs.

3.3. Professional Services:

The members upon accepting a contract or service agreement, shall render skilled, intelligent and conscientious service.

3.4 Relation of Members to Competitor:

The members shall not publicly criticise the business or private affairs of a competitor. Unhealthy practices, if any, among the members may be brought to the attention of the IPCA.

3.5 Relation of Members to IPCA:

The member shall be loyal to the principles of the IPCA and active in his / her advancement.

4.0 Office Bearers:

4.1 (a) The Management of IPCA shall be vested in a Managing Committee comprising of the President, Immediate Past President and 25 members from the four regions as under :

1. President
2. Immediate Past President
3. Five (05) Members from Eastern Region
4. Five (05) Members from Western Region
5. Five (05) Members from Southern Region
6. Five (05) Members from Northern Region
7. Five (05) Members from Central Region

President will be duly elected via election every 2 years.

- 4.1 (b) Besides the president, there shall be following office bearers, namely,

- 01 Vice President
- 01 General Secretary
- 01 Additional Secretary
- 01 Treasurer

Who will be nominated by the President.

05 Jt. Secretary – one each from each Zone shall be chosen amongst existing elected zonal MC members by respective zonal MC members OR nominated by the President.

- 4.1 (c) The President of IPCA shall be elected from amongst the Active Members at the Electoral Annual General Meeting.
- 4.2 The Managing Committee, whose tenure will be from one election AGM to the next election AGM but not exceeding 30 months, be elected by the Active Members present at the Second AGM. Active Members may vote by proxy or be elected in absentia with their prior written consent.
- 4.3. a. In case of Partners in the member company, the company has to give a declaration before AGM, nominating a person attending the AGM and for Voting.
- 4.3. b. Any member of the association entitled to attend & vote at a meeting of the association, shall be entitled to appoint in writing, another person as a Proxy.
- 4.3. c. The Proxy nomination from the active member should reach directly to the Returning Officer, in advance of the scheduled date of the AGM.
- 4.4. The office bearers shall assume office immediately after the Managing Committee following the Annual General Meeting at which they are elected and shall continue

in office, until the conclusion of the next Electoral Annual General Meeting a period of approximately two year but not exceeding 30 months.

- 4.5 The Managing Committee shall have full charge of the property, funds and General Management of the affairs of the IPCA subject to such instructions as may be given by the membership at any duly called meetings of IPCA. The IPCA office shall create an Asset / liabilities Register in which all assets shall be recorded. A systematic handing over and taking over between office bearers of two MCs must happen and should be documented in a proper documentary format signed by all outgoing and incoming office bearers in presence of each other not later than one month after the announcement of the election results.
- 4.6 To give the IPCA a proper nationwide representation in elections, members of the Managing Committee shall be made as per geographical regions viz.

East, West, North and South and Central .

Each region shall comprise of following states and UTs, as per the Gazette of Government of India. The inclusion of newer states, (as and when created by government), in respective zones shall be done from time to time via AGM discussion.

1. EAST: West Bengal, Jharkhand, Odisha, Assam, Meghalaya, Nagaland, Tripura, Sikkim, Arunachal Pradesh, Mizoram.
 2. WEST: Maharashtra, Gujarat, Goa, Daman & Diu.
 3. NORTH: Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Uttarakhand and Chandigarh.
 4. SOUTH: Tamil Nadu, Karnataka, Andhra Pradesh, Telangana, Pondicherry, Kerala, Andaman & Nicobar and Lakshadweep.
 5. CENTRAL: MP, Chhattisgarh, Bihar, Rajasthan, UP.
- 4.7 Each Zonal Jt. Secretary shall organise the zonal programs of IPCA in accordance with the constitution and by-laws and also conduct a workshop one per year for the benefit of association members.

5.0 There will be four classes of Membership:

1. Active Membership
2. Honorary Membership
3. Overseas Membership
4. Allied Membership.

5.1 Active Membership:

Shall be open to an individual, firm or company actively engaged in the performance of commercial pest control services in India, who subscribe to the memorandum of IPCA and can fulfil the requirements of 5.1(a), 5.1(b) and 5.1(c).

- 5.1 a. A degree in science from a recognized college or university and training in entomology or other sciences principally related to the practices of pest management from a government recognized institution (CFTRI Mysore, NIPHM Hyderabad, IGMRI Hapur, or any other institute recognised by The Insecticide Act or as per proposed Pesticide Management Bill) and one year practical experience as a proprietor, partner, director of the firm, active stake holder of company or having in its employ such a person with a degree in science from a recognized college or university and training in entomology or other sciences principally related to the practices of pest management, from a government recognized institution and one year's experience with the same firm or company and have always such a person with them to retain active membership.
- b. Should hold a valid licence under applicable Laws for undertaking commercial pest management operations, as applicable from time to time.
- c. Shall submit an affidavit / undertaking of having fulfilled the membership requirements of the Association, by complying with 5.1(a) & 5.1 (b) of the constitution.

5.2 Honorary Membership:

An honorary Membership may be conferred upon an individual upon the recommendation of the managing committee and approval by three fourths of the members present and voting at any Annual or Extra-ordinary General Body Meeting of the IPCA. Honorary membership shall be granted only to individuals who have made outstanding contribution to the pest control industry. Honorary members shall not be entitled to vote or to hold elective office.

5.3 Overseas Membership

Overseas Membership may be granted to companies, firms, organizations or individuals engaged in Pest Management Business or connected with the Pest Management industry overseas and not in India.

5.4 Allied Membership

Allied membership will be available to the manufacturers and distributors, manufacturing and supplying public health pesticides, application equipment, protective and ancillary equipment to pest management companies and any other company / organisation employing techniques other than use of pesticides for the pest management.

Honorary, Overseas and Allied Members will have NO VOTING RIGHT and cannot hold any post of Office Bearer, but such members can attend AGM of the association.

5.5 Additional Membership:

An active member in good standing can apply for Additional Membership for their branches within India provided that the said branch office of a registered member meets with all the statutory requirements mentioned in clause 5.1. The additional member will not have any voting rights, cannot contest any election but can attend AGM and be active in other programs of IPCA.

5.6 Certificate of membership:

- 5.6 a. Such active or Allied Member in good standing shall be issued with a certificate validating their membership for the year which shall be non-transferrable. Such certificates shall be issued in the name as mentioned in the admission form of the member.
- 5.6 b. Certificates for Additional membership of member's branch offices shall be issued clearly mentioning the branch address.

6.0 Membership dues:

6.1 Entrance Fees (one time)

- a) Active Membership shall be Rs. 10000
- b) Overseas Membership shall be US\$ 500
- c) Allied Membership shall be Rs. 7000
- d) Additional Membership shall be Rs. 2000

6.2 Annual Fees

- a) Active Membership shall be Rs. 6000
 - b) Overseas Membership shall be US\$ 250
 - c) Allied Membership shall be Rs. 5000
 - d) Additional Membership shall be Rs. 2000
- 6.3 Invoices towards membership fees shall be raised on 1st of April, each year. All membership dues shall be received by 30th April of the Current Year failing which such members will have to pay a penalty of Rs. 500/- and should a member fail to remit the dues along with the penalty by the 30th June of the current year, the membership shall ipso facto cease after 30th June of the current year and such members shall have to apply afresh for their membership.

6.4 The Managing Committee is empowered to set date for receiving dues and levying penalties for late payment as and when there are subscription increases in the midterm and for all other outstanding dues.

6.5 Honorary Members shall not be required to pay entrance fee or annual fee.

6.6 There would be mandatory participation of members by registration and attendance of at least one delegate, who is either the member or an employee of the member, to the Annual Convention organized by the respective zones for the benefit of the members. The Registration fees shall be fixed by the Managing Committee in respect of the Annual Convention and the respective Organising Committee, or the Committee for the Zonal Workshops, training, any other meeting or event.

Any member who fails to register and attend through at least one delegate any Annual Convention or Workshop organized by the Association for a continuous period of three (03) years, shall automatically cease to be a member of the IPCA. Managing Committee shall take note of such members in each AGM and will notify the names of such members.

7.0 The Managing Committee shall have a right to suspend or determine on any membership, if found to resort to practices contrary to the objects of the IPCA. Such members however will be given adequate opportunity to explain, through the proceedings of the disciplinary action committee.

8.0 Meeting of the Association :

8.1 An Annual General Meeting shall be held each year and an electoral AGM shall be held once in 02 years for the purpose of electing the President and the Members of the Managing Committee.

8.2 The President and Members of Managing Committee elected on biennial basis at the Annual general Meeting shall hold office for a period of two years. The time and place of the Annual General Meeting shall be fixed by the Managing Committee.

8.3 (a) Each Active member will be entitled to nominate 1 delegate before the commencement of the General Body Meeting and each delegate will have one vote.

8.3 (b) Overseas and Allied members shall be entitled to nominate 01 delegate before the commencement of the General Body meetings but shall have no active right to vote.

8.4 Active Members will not be entitled to vote at an Annual General Meeting or stand for election for the post of President or Managing Committee Member unless all dues are received by 30th June of the current financial year.

8.5 Extraordinary and special meetings of the IPCA may be held at such time and place as the President decides by the advice of the Managing Committee, by two thirds of vote, of active members present in the meeting, shall determine the date and venue.

8.6 The Managing Committee shall meet every quarter and often if necessary at a time and place determined by them and by giving **21 clear days' notice**.

8.7 Eligibility :

Each member of the Managing Committee shall **attend minimum three meetings** held during the year and member will be eligible in the following year for election unless s/he fulfils the condition of attendance. If any MC member does not attend continuously 03 MC meetings, s/he ceases to become member of managing committee automatically. The seat shall remain vacant for the remaining tenure of the MC.

8.8 Not less than **21 clear days' notice of any General Meeting** whether Annual or Extraordinary, specifying the date, place and hour of the meeting and business to be transacted thereat, shall be given to every member or person legally entitled to receive the same but the accidental omission to give any such notice to any of the members or persons shall not invalidate any such meeting.

8.9 If a poll is demanded, the same shall be taken in such a manner as the President directs and the result of the poll shall be deemed to be a resolution of the meeting at which the poll was demanded. In case of an equal of votes, the President of the Meeting shall, both on a show of hand and at a poll, if any, have a casting vote.

9.0 Amendment to the Constitution :

This Constitution may be revised, altered, or amended at AGM of the IPCA but only by an affirmative vote of at least two-thirds of the members present and voting at such meeting, and, provided that the exact text of the proposed change, together with notice that changes are to be considered, shall have been circulated via e mail or print copies (sent to the registered email ID or address) to the members by the Managing Committee at least 30 days prior to the date of the meeting.

RULES & REGULATIONS

1. Purpose of the Rules and Regulations:

1.1 The purpose of the rules and regulations are :

- a) To lay down rules and procedures governing the activities of IPCA and conduct of its members.
- b) Clarify, interpret and amplify items in the Constitution which may not be clear or may seem ambiguous

- c) Record the policies approved and/or adopted by the membership.
- d) Procedure for election of President and Managing Committee and Office Bearers.

2. Approval of the General Body to Rules & Regulations:

- 2.1 Rules and Regulations will be framed by the Managing Committee inconsonance with the principles laid down in the Constitution and placed before the General Body for ratification. They shall be passed only by an affirmative vote of at least two third of the members present and voting at the meeting, provided the exact text of the rules and regulations together with the notice that the rules are to be considered, shall have been circulated to the Members by the Managing Committee at least 30 days prior to the date of the meeting.
- 2.2 The above procedure shall apply also to any revisions, amendments and alterations to the rules proposed by the Managing Committee.

3. Financial Year :

The financial year of IPCA shall be from 1st of the April to 31st of the March.

4. Membership:

Applications for Active, Allied and Overseas Membership shall be submitted only in the prescribed form drawn up by the Managing Committee. Prescribed format of application of membership is attached as Appendix II. Application for Honorary Membership shall not be required.

- 4.1 (a) Applications for Active Membership shall be Proposed or Seconded only by Members who have completed a minimum period of two years.
- 4.1 (b) Applications for Overseas & Allied Membership will not require Proposer or Secunder.
- 4.2 In absence of a self-sponsored proposer & seconder the prospective applicant can write to the managing committee for due consideration & two separate members of Managing Committee, from the same zone can assume the responsibility of the proposer and seconder for such membership applicant, thereby abiding by the roles and responsibility of the proposer and seconder effectively. Member of managing committee would have no sealing on the number of applications proposed or seconded by them in one year or during the term of their office, but will need to be the active representative of the member company during the process and shall have cleared all pending dues as per such norms followed thereby. The proposer and seconder will verify about the qualifications of the applicant to satisfy the requirements of the Art. 5.1 of the Constitution for Active Membership.

- 4.3 A Degree in Science for qualification as Active Membership would mean Degree with Chemistry, Botany or Zoology as one of the Principal Subjects, or Agriculture or Forestry, or Horticulture or as per the provisions in the Insecticides Act or as per prevailing government laws and / or notifications, clarifications received from time to time.

5. Membership Dues :

- 5.1 The membership fees as laid down in the constitution are payable on April 1st of the year to which they apply.
- 5.2 The Secretary shall be authorised to extend a reasonable time for payment of dues beyond the due date in the event of unusual situations of hardship. Request for such extension shall be made in writing to the Secretary prior to the due date.
- 5.3 There shall be no proration of the annual dues for new members except when membership applications are submitted between January 1st and March 31st. Any membership applications submitted between the 1st January to 31st March must be accompanied by an amount equal to one quarter of the annual dues for the current year and the full amount of the annual dues for the following year.
- 5.4 Dues from Members by way of Registration Fee for Workshop, Conventions and on Advertisements & Sponsorships, if not realised by the Association within 03 months, the Managing Committee can suspend the membership for a period of 03 months and if still not realised, then the membership of that particular member will *cease ipso facto*.

6. Managing Committee :

- 6.1 The control of the IPCA shall be vested In the Managing Committee and the business of the IPCA shall be managed by the Managing Committee who, in addition to the powers and authorities specially conferred upon it, may assume such other powers and do all such other things as may be required to be done for the proper conduct of and in the interest of the IPCA, provided they are in keeping with the provisions of the Constitution and do not infringe any statute or law.
- 6.2 The Managing Committee shall direct its energy, in particular, to the following:
- (a) Give effect to the aims and objects as indicated in the Constitution to the extent that it is possible to do so and,
 - (b) Be available for consultation to any member on problems pertaining to the pest control industry.

6.3 The President :

- Shall preside all the meetings of the Managing Committee unless he is otherwise engaged when the Vice-President shall take his place.

- In the absence of the both President and the Vice-President, the President shall be authorised to designate a member of the Managing Committee to preside over meeting. The President shall perform such other duties as pertain to his office.
- The president shall have financial power to sanction the other than budgeted expenses of up to Rs 2 lakhs with consent of Vice President, General Secretary & managing committee members.

6.4 The Vice-President :

- Shall immediately succeed to the office of the President and retain the same until the election of a new President at the next electoral Annual General Meeting of the association.
- Shall look after the member enrolment drive all across the zones and shall promote membership drives by interacting with all zonal managing committee members.
- Shall have bank signing authority along with other office bearers.

6.5 (a) The General Secretary :

- Shall be the Chief Administrator of the IPCA, carrying out day-to-day work in consultation with the President and the Treasurer as necessary.
- Shall be coordinating and attending MC / other meetings and drafting recording minutes.
- Receiving agenda items from committee members and Circulating agendas and reports.
- Shall conduct the correspondence of the IPCA and shall maintain such books and records of the IPCA as are entrusted to him / her.
- Shall be the custodian of the seal of the IPCA.
- Shall be responsible for the Maintaining key documents and records.
- Shall assume reporting authority status for IPCA office staff.
- Shall be responsible for assigning duties to office staff and for making annual performance appraisals of each staff.
- Ensuring compliance with laws and regulations.
- Shall have bank signing authority along with other office bearers.
- Shall handle Public relation with help of additional secretary.
- Checking that agreed actions are carried out.
- Responding to all managing committee correspondence.

6.5 (b) The Additional Secretary :

- Shall effect handing and taking over between 02 elected MCs.
- Be responsible for ensuring that information is delivered to Members in a timely manner
- Maintain calendar of events for the association.
- Shall have bank signing authority along with other office bearers
- Shall officiate as General Secretary in absence of the General Secretary in the meetings of the association.
- Shall immediately succeed to the office of the General Secretary in the case of the death, resignation or permanent incapacity of the present General Secretary and retain the same until the next electoral Annual General Meeting of the association.

6.6 The Treasurer :

- Financial Planning & budgeting: Shall be responsible to maintain the financial accounts of the IPCA.
- Banking, Book keeping & record keeping: Shall receive the membership fees and credit them into the IPCA bank accounts, Shall Issue receipts for money received, sign cheques jointly with the President or General Secretary or Additional Secretary or Vice President as the Managing Committee may decide.
- Manage bank accounts.
- Set up appropriate systems for book-keeping, payments, collections & petty cash.
- Ensure everyone handling money keeps proper records and documentation.
- Financial Reporting: Shall prepare a Statement of Accounts for the financial year for presentation at the Annual General Meeting after getting them duly audited. Ensure that record-keeping and accounts meet the conditions of statutory bodies & relevant legislation.
- Control of Fixed Assets and Stocks : Shall maintain asset register for the association.
- Liaise with designated IPMA office staff about financial matters.
- Systems: Ensure that appropriate financial systems and controls are in place.

6.7 At the expiration of the tenure of office of a Managing Committee and when a new Committee is elected at the Annual General Body Meeting, the President, General

Secretary and Treasurer shall hand over the correspondence files, account books, bank pass book, the Seal of the IPCA and other property belonging to the incoming Managing Committee.

- 6.8 No office bearer shall, during the tenure of his office, enter into any commitment on behalf of the Association unless specifically authorised to do so, by a resolution passed by the managing Committee.
- 6.9 The Managing Committee, as and when found necessary, may appoint an Executive Officer to carry out the Administration & Executive functions of the Association. The remuneration, designation and terms of appointment for such an Officer will be determined by the President in consultation with Vice President and General Secretary & Treasurer.
- 6.10 The Executive Officer will attend the Managing Committee meetings, Annual and Extra-ordinary General Body Meetings. He will have no right to vote.
- 6.11 The procedure for election of President and Managing Committee Members shall be as laid down in Appendix I to these Rules.

7. Quorum of Meeting :

- 7.1 The quorum for a General Body Meeting shall be 80 Active Members personally present / represented or one- third of the total active membership, whichever is less.
- 7.2 The quorum for Managing Committee shall be Eight Members personally present.
- 7.3 In the event of want of quorum for the meetings, these will be adjourned and such adjourned meetings will meet after half an hour at the same place with the same agenda.

8. The Seal :

The seal shall be in the custody of the General Secretary and it shall never be used except by the authority of the Managing Committee previously given and the President or any other member of the Managing Committee authorised by him shall sign every instrument to which the Seal is affixed and every such instrument shall be counter-signed by the General Secretary or some other member of the Managing Committee, duly authorised by the Managing Committee to do so.

9. Grievances and Disciplinary Actions :

- 9.1 The conduct of members of the IPCA shall be expected at all times to be in accordance with the provision of the Code of Ethics and the policies adopted by the IPCA. 9.2 A complaint against a member of the IPCA may be filed formally with the General Secretary. It shall be required to set forth facts of the complaint In general terms and may not be ruled invalid for want of specific details. Lack of formality shall be the rule for dealing with complaints.

- 9.3 When a complaint is received by the General Secretary, s/he shall investigate it immediately and s/he shall bring it to the notice of the President who shall make an attempt to resolve the complaint satisfactorily between the Members concerned and if the public is involved, s/he shall make every effort to bring about satisfactory settlement of the complaint. When the matter is settled, the President will inform the Managing Committee. If the matter is not settled, a Disciplinary committee shall be formed to probe the matter consisting of current President, Immediate Past President, and One active Member nominated by the aggrieved member / public for inquiring into the matters relating to malpractice or any activity done against the rules & objectives of the Association. The committee shall recommend its conclusion to President in a given time frame and final decision w. r. t. the matter lies with the Managing Committee.
- 9.4 In the event of the President being unable to remove the cause of the complaint, the matter shall be discussed at a meeting of the Managing Committee at which both parties to the complaint may be invited to be present if the President considers such a move desirable.
- 9.5 It shall be earnest endeavour of the Managing Committee to remove the cause of complaint without taking recourse to punitive action against a member whose delinquency has been established. Expulsion from the membership shall be taken as a last resort where persuasion fails. In such an event, the Managing Committee shall have the authority to suspend the member concerned and the order for expulsion shall be passed at a General Body Meeting only by an affirmative vote of at least three-quarters of the members present and voting at such meeting, provided that the matter shall have been circulated to the members by the managing committee at least 30 days prior to the date of the meeting.

10. Committees:

The President shall have the power to form a committee (one person or multiple) comprising of non-managing committee members who would be a consenting representative of an active members at IPMA.

The committee can be formed, to address / execute a specific task as addressed and finalized by the managing committee, such roles and responsibilities must be made specific in writing so as to share its achievements & failures with members, accountability of such tasks shall be with the General Secretary. Such committee shall be considered as a team & as part of the managing committee but shall enjoy no rights or privileges that of an elected managing committee e. g. voting in a managing committee decision making process, but shall be a part of managing committee meetings when deemed required to discuss the specific work handled by them.

10. a. The President may appoint from time to time various committees to follow up or take up various matters of the association as s/he deems fit.
10. b. The term of such committees will cease with the term of the President.

10. c. The reports / recommendations of such committees shall be presented, discussed in the managing committee for appropriate decision, follow up and take it to its logical conclusion.
10. d. New elected President, when takes the office of President, may choose to continue some important committees, in total or in part, to maintain continuity of the work.

11. Dissolution of the IPCA :

The IPCA shall not be dissolved except by' at least three-fourths of the members present and voting at a meeting of the general body called for the purpose, provided the total number of votes cast at such a meeting is not less than two-thirds of the total of the members than on the rolls of the IPCA.

The funds of the IPCA after meeting all the liabilities shall be disposed of in accordance with the decision of the meeting at which the resolution is passed.

12. Indemnity :

Every member of the Managing Committee shall be indemnified out of the funds of the IPCA against all liabilities incurred by her / him as such members of the Managing Committee in defending any proceedings, whether civil or criminal, in which judgement is given in his / her favour or in which s/he is acquitted or in connection with any application in which relief is granted to him / her by the Court.

We, hereby, certify that the above is a true copy of the Rules and Regulations of the Indian Pest Control Association."

S. No.	Name	Address	Signature
1	Mr. N. S. Rao, President	Pest Control (India) Pvt. Ltd., Yusuf Building, M.G. Road, Bombay – 400 001	Sd/-
2	Mr. M. Walshe Calcutta Representative	Pest Control M. Walshe, Khorshed Building, 14, Sir P.M. Mehta Road, Bombay-1.	Sd/-
3	Mr. Dipak R. Shah, Treasurer	Pest Control (India) Pvt. Ltd. Yusuf Building,M.G. Road Bombay-1	Sd/-

Dated : 21st August, 1967.

Place : Bombay

APPENDIX I

Procedure regarding Election for the post of President and Members of the Managing Committee of Indian Pest Control Association :

As per clause 4.1 (a) of IPCA Constitution, the Managing Committee shall comprise of a maximum number of 27 members (25 + 2), limiting 5 to each Zone besides the President, and Immediate Past President.

1. The Managing Committee shall be elected by the Active Members present at the AGM. They can vote by proxy or be elected in absentia with their prior written consent.
1. a. The active members will be entitled to exercise their votes as per clause 8.3. of the Constitution of the Association, which reads as under: "8.3. Each Active member will be entitled to nominate 01 delegate before the commencement of the General Body Meeting, who will be entitled to vote."
1. b. The proxy nominee should be registered by the member company for the electoral AGM for the purpose of voting only.
2. A candidate representing a member firm should give his / her written consent to be nominated for election and the nomination must be proposed and seconded by two independent members. Such member firm whom the candidate represents should be active members who would be eligible to vote at the AGM as per the Rules and Regulations of the Association and should have cleared all dues to the Association as of the date of filing the nomination.
3. Any Active member who has a place of business i.e. active place of office in any Zone may stand for election from the said Zone and not necessarily from the Zone in which registered office is situated.
4. No candidate can be nominated for election simultaneously for the post of President as well as Managing Committee Member. Candidate can be nominated to stand for election for only one post. For the purpose of clarification, it means either the post of the President or Managing Committee Member and not both.
5. The Managing Committee shall decide the date for the elections and appoint Returning Officer (RO) for holding the Elections for members. Returning officer should be past president or at least a past member of the managing committee who is well versed with the constitution in the opinion of the MC.
6. The Returning Officer shall not be a current Managing Committee Member or President.
7. The Returning Officer shall prepare a schedule for the election including:
 - a. Date of receipt of nomination papers.

- b. Date of withdrawal of the nomination.
 - c. Date of the scrutiny.
 - d. Publication of Final List of Nominations.
 - e. Date of the Election.
 - f. Receive Proxy nominees
 - g. Conduct Elections
 - h. Declare result of the Election at the electoral AGM
 - i. Notify new Managing Committee via a written letter to the new elected President & outgoing President, detailing results and number of votes received by each nominee.
8. The General Secretary will issue notice for elections, giving all details and enclosing blank Nomination Forms to every member of the Association for his use. Additional blank Nomination Forms, if required by the Members, may be photocopied and used. One form should be used for nomination of each candidate.
 9. A candidate proposed and seconded will give his consent in writing. A member proposing any candidate should have cleared all the dues to the Association on the date of proposal/ secondment.
 10. If more than one (1) candidate is voted for in case of the voting for the post of President, then the said votes respectively will be declared invalid. If more than five (5) votes for the Managing Committee members for each Zone are cast on a ballot, then the said votes for the said zone will be declared invalid. The decision on the above of the Returning Officer will be final.
 11. Only those members would be eligible to exercise their vote, who have cleared all dues of the Association to-date.
 12. In case of tie in number of votes between the candidates, the President of the meeting will have the casting vote.
 13. The President will take over the charge as President and after the election, will select from amongst the new Managing Committee, the Vice President, and General Secretary, Additional Secretary and the Treasurer. In the same MC meeting, President and / or all zonal MC Members shall select zonal Joint Secretary.