

THE CONSTITUTION

(Memorandum of Association, Rules, Regulations and Bye-Laws)

Functional Food Association of India (FFAI)

1. NAME AND LOCATION

- 1.1 The name of the Association shall be “**Functional Food Association of India (FFAI)**”.
- 1.2 The registered office of the Association shall be situated at Department of Food Science and Technology, Dr YS Parmar University of Horticulture and Forestry, Nauni, Solan, Himachal Pradesh, India– 173 230

II. AIIMS AND OBJECTIVES

2.1 **The aims and objectives of the Association shall be:**

- i) To promote research, education, development and dissemination of functional foods in India and abroad.
- ii) To promote co-operation between R&D institution(s) and food industry.
- iii) To recognize excellence of the scientific person(s) working in the field of functional foods.
- iv) To publish the finding of R&D work through journal and/ or Newsletter as decided by the Association.
- v) To disseminate knowledge on various aspects of functional foods by organizing seminars, symposia, conferences, workshops etc.
- vi) To arrange funds and grants for the promotion of functional foods.
- vii) To undertake other activities relevant to accomplish the above objectives.

III. MEMBERSHIP

3.1 Categories and criteria for admission

The Association shall consist of the following categories of members with qualifying criteria indicated against each.

(i) Members

Individuals interested in promotion of functional food shall be eligible for membership of the Association. There shall be a fee of Rs. 2000/- for membership of the Association.

(ii) Patron Membership

The Vice Chancellor of Dr YS Parmar University of Horticulture and Forestry shall be patron of the Association. No fee shall be charged from the Patron.

- 3.1.1. The rate of membership/subscription fee for the different categories of members and their mode of payment shall be reviewed and determined by the Governing Body from time to time.
- 3.1.2. The renewal of Membership shall be done after a period of 10 years. After necessary show cause notice to the defaulters, if reply is not satisfactory, his/ her name will be removed from the membership.

3.2 Rights and privileges of Members

The rights and privileges of various categories of members will be as follows:

(i) Members will be eligible:

- a) To participate and vote in the meeting of the General Body.
- b) To be nominated for a Fellow of the Association based on their contribution towards the Association and their professional achievements.
- c) To receive invitation to the scientific events organized by the Association.
- d) To receive electronic copy of the Journal and any other publication as may be decided by the Governing Body.

(ii) Patron

Patron will be eligible to all the rights of Members and such other rights as may be decided by the Governing Body from time to time.

3.3 Cessation of Membership

- 3.3.1 A Member may withdraw from the Association by indicating in writing his desire to do so however, the Association shall not return any fee or subscription that the Member has paid.
- 3.3.2 If any Member of the Association deliberately disobeys rules or orders of the authorities of the Association or commits willful breach or does anything against the interests of the Association, his/her name shall be removed on the recommendations of the Disciplinary Committee constituted by the Governing Body. Such decision can however, be reviewed on appeal to the Governing Body.
- 3.3.3 If any member is adjudged by any court of law to be a criminal offender, the Governing Body may terminate his membership.

IV FELLOWSHIP

4.1 Method of Recognition

The Association shall recognize excellence in scientific R&D by awarding fellowship to suitable life members.

- (i) Fellows of the Association will be nominated/ selected from among those only who have been members of the Association and based on their significant contribution for the Association and overall professional competence.
- (ii) Nomination for fellowship shall be made by the Fellows of the Association. Fellows will be inducted after evaluation of their R&D contributions as per guidelines to be prescribed by the Governing Body of the Association.
- (iii) The maximum number of Fellows at any time shall not exceed 50. After the initial admission, each year maximum 02 Fellows (excluding recipients of the award made by the Functional Food Association of India) may be selected from among various sub-disciplines in Food and Postharvest Science and Technology.
- (iv) The Governing Body of the Association may from time to time, alter the number and types of categories of fellowship as well as the criteria of admission.
- (v) The Association shall also confer different awards to recognize excellence in Teaching, Research, Extension and any other professional contribution as decided by the Governing Body.

V. AUTHORITIES OF THE ASSOCIATION

5.1 The authorities of the Association shall be

- (a) General Body
- (b) Governing Body
- (c) Any other body so designated by the Governing Body of the Association

5.2 General Body

5.2.1 The General body shall consist of all the Members and Patrons.

5.2.2 The General body shall be the supreme authority of the Association in respect of all its activities. It shall formulate general policies and programs of the Association in conformity with the Rules and Constitution. It shall be the final authority to deal with amendments and/ or additions to the Rules and Constitution of the Association.

5.2.3 The General body will transact the following business:

- (i) Consideration of Annual Report.
- (ii) Consideration of Balance Sheet and Audited Accounts of the outgoing year.
- (iii) Appointment of auditors and fixing their remuneration for each year.
- (iv) Consideration, if any of proposals of amendments to rules constitution.
- (v) Any other item(s) suggested by Governing Body for consideration.

5.2.4 Meeting of the General Body

- (i) The Annual General Body shall be called by the President of the Association once every year after giving at least 21 days' notice of the date, time, place and the general nature of business to be discussed at such meetings. A notice will be deemed to be duly served upon any post at his address shown in the roll of members.
- (ii) The meeting of the general body shall be organized every year, preferably on the Foundation day of the Association and shall be presided over by the president. In his absence, one of the Vice-presidents of the Association shall preside, in their absence the members of the Governing Body present in the meeting to preside over.
- (iii) One-half of the total members shall form a quorum, at every meeting of the General Body. If the meeting is adjourned for want of quorum, it may be reconvened after sometime. Necessary quorum shall also be required for such a reconvened meeting.

- (iv) Extra-ordinary or special meetings of the General Body may be convened by the president when deemed fit.

5.3 Governing Body

5.3.1 The affairs of the Association shall be managed, administered and directed in accordance with the Rules and Constitution of the Association by the Governing Body.

5.3.2 **Composition:** The Governing Body of the Association shall consist of 21 Members as indicated below:

(i) President	One
(ii) Vice-President	Four
(iii) Secretary	One
(v) Joint Secretary	Four
(vi) Treasurer	One
(vii) Editor-in-chief	One
(viii) Executive Councilors	Nine

5.3.3 One of the Vice-Presidents, one of the Joint Secretary and the Treasurer shall always be elected from among Members of the Association located at the Headquarter of the Association.

5.3.4 The tenure of the elected members and office bears of the Governing Body shall be for a period of three years. To ensure continuity, one third of members shall retire each year by rotation according to guidelines to be formulated by the Governing Body. They shall however be entitled for re-election after a cooling off period of 2 years.

5.3.5 The present Governing Body of the Association shall be deemed to be the first Governing Body as constituted on **16th June 2021**. The General Body may, as a transitory step, authorize the President to add or modify the present composition to bring it in line with the composition mentioned in Rule 5.3.2 till next elections to be held after 3 years after the registration of Association in accordance with the Revised Rules.

5.3.6 **Transitory provision for casual vacancies:** The Governing Body shall co-opt an eligible Member to fill up a Casual Vacancy (for the unexpired term) for a maximum period of 90 days and will be elected at the time of next election or extend the term of an existing Member to effectively implement the provision of one-third retirement.

5.3.7 **Election and its mode:** Prior to the election, the Secretary shall invite nominations from all life Members/ Fellows for filling up vacancies in the

Governing Body. These nominations may be placed before the Governing Body for short listing a panel for various positions. Thereafter ballots may be sent to life Members/ Fellows for voting.

5.3.8 Meetings of the Governing Body:

- (i) The Council shall meet at least once in 3 months. The meeting shall be convened by the President on his/her own accord or on the requisition of eight members specifying the subject matter to be considered. On the receipt of such requisition, the President shall call a meeting to be considering only the subject so specified by giving sufficient notice.
- (ii) The President of the Council shall preside over such meeting of the Council. In his absence, one of the Vice-Presidents and in their absence, the senior most member of the Council shall preside over the meeting.
- (iii) The president of the Council shall have powers to invite any other person(s) to attend meeting of the Council. But such person(s) shall not to be entitled to vote at the meetings.
- (iv) All disputed questions at meetings of the Council shall be determined by vote – each member will have one vote. In the case of quality of votes, the president shall have a casting vote.
- (v) Any business which may be necessary for the Council to perform may be carried out by circulation among all the members of the Council and approval by majority of members signing shall be effective and binding as if such a resolution had been passed at the meeting of the Council provide that at least the number of members constituting quorum record their views on the Resolution.

5.3.9 Powers/ Duties/ Functions of the Governing Body

It shall be the function of the Governing Body generally to carry out the objects of the Association as set forth in these Rules. The Council shall be responsible for the management of all the affairs and funds of the Association and shall have authority to exercise all the powers of the Association. The Council will be responsible to perform the following takes in a manner not inconsistent with the aims and objects of the Association.

- (a) To prepare and execute detailed projects and programs for administration and management of the Association.
- (b) To enter into arrangements with Government of India, State Government and other public or private organizations or individuals for receiving and accepting grants, grants in aid, donations of gifts etc., if any.
- (c) To prepare the budget estimates and to sanction the expenditure thereof.
- (d) To prescribe the conduct of course of study, training and research in functional Food and Postharvest Science and Technology.
- (e) To institute and award fellowship, scholarships, prizes, medals etc.

- (f) To constitute Sectional Committees, Editorial Board, Financial and Sexual Harassment Committee and other Sub-Committees etc. for carrying out the objectives of the Association.
- (g) To take over and acquire by purchase, gifts or otherwise from Government and other public bodies or private individuals willing to transfer movable and immovable properties, endowments or other funds together with any attendant obligations and engagements.
- (h) To delegate to such extent as it may deem necessary any of its powers to any person, office or committee of the Association
- (i) To retain or employ professional or technical advisers, consultants or workers to further the objects of the Association and to pay such honorarium, fees or remuneration as may be thought adequate and to arrange, wherever necessary for their training in India and abroad.
- (j) To create technical, administrative, ministerial and other posts under the Association to make appointment thereto and to prescribe for them terms and conditions of appointment, emoluments, allowances, rules and the conditions of the service of the employee of the Association including matters relating to scale of pay and allowances.
- (k) To execute contracts including the investment of funds of the Association and the sale or alteration of such investment.
- (l) To invest the money of the Association in any securities as authorized under the Indian Income Tax Act 1961 applicable to Trusts and charitable institutions.
- (m) To impose and recover affiliation and other fees and charges for services rendered.
- (n) To sell, mortgage, lease, exchange gift(s) and otherwise transfer or dispose-off all or movable or immovable property.
- (o) To perform such other functions and to carry out such duties as may from time to time be assigned to it.

VI. OFFICIE BEARERS: THEIR POWERS AND FUNCTIONS

6.1 **President:** The President, as the Head of the Association, shall:

- (a) Guide and supervise activities of the Association. He shall preside over the meetings of the Governing Body and the annual General Body Meetings.
- (b) Represent the Association at all ceremonial occasions.
- (c) Executive, in case of emergency, all the powers and perform all the function of the Governing Body prescribed under the Rules and Constitution provided that such action shall be placed before the next meeting of the Governing Body for ratification.
- (d) Approval/Sanction power of expenditure in full.

6.2 **Vice-Presidents:** Shall generally assist the president in carrying out any function assigned by the President or the Governing Body and will have the full authority of President in his absence.

- 6.3 **Secretary:** The Secretary shall have the following functions and powers:
- (a) Executive, in accordance with the decisions and guidelines of the Governing Body, general supervision over the affairs of the Association.
 - (b) Call meetings in accordance with the Rules of the Association.
Conduct correspondence of the Association.
 - (c) Expenditure power up to Rs.5,000/- (Rs Five thousand only) without inviting quotations and for expenditure above Rs.5,000/- (Rs Five thousand only) the sanction of the President shall have to be obtained.
- 6.4 **Editor-in-Chief:** Shall be responsible for timely publication of the Journal and other publications, proper scrutiny of manuscripts and maintenance of high standard of Association's publications. He will be assisted by two **Associate Editors** in discharging his functions. He will also be assisted by an Editorial Board to be constituted by the Governing Body out of life members of the Association.
- 6.5 **Joint Secretary:** The President shall nominate a Joint Secretary who will assist the Secretary in performing the functions assigned to the Secretary.
- 6.6 **Treasurer:** The Treasurer will be nominated by President.
- (i) The Treasurer shall be responsible for the collection of all dues of all its receipts and expenditure and all assets and liabilities through annual auditing.
 - (ii) The Treasurer shall deposit all moneys received in the Association's Bank Account.
 - (iii) Prepare and maintain a correct and up to date register of the Members of the Association

VII. FINANCES, BUDGET AND AUDIT

- 7.1 The funds of the Association shall consist of:
- (a) Grants from Government of India, Indian Council of Agricultural Research, National Horticulture Board, State Government and other Institutions and Agencies.
 - (b) Donations and contributions from various activities.
 - (c) Income and receipts from Association's activities.
- 7.2 The financial year of the Association shall be from 1st April–31st March of the subsequent year.
- 7.3 The Banker of the Association shall be any of the nationalized banks as approved by the Governing Body. All the receipts withdrawn only by a cheque or authorization signed by any two of the four office bearers (i.e. The President, Vice-President, Secretary and Treasurer) for the expenditure sanctioned by the president.

- 7.4 The Association will maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance Sheet and Income and Expenditure account in such form as may be prescribed by Governing Body.
- 7.5 All the expenditure from the Association's funds shall be incurred solely for the promotion of the aims and objects of the Association and not paid directly or indirectly by way of dividends, bonus or profit to any Member.
- 7.6 The Funds of the Association may be invested as may be decided by the Governing Body in a manner permissible for investments as charitable institutions under the provision of Indian Income Tax Act 1961.
- 7.7 All the property, movable and immovable acquired by the Association shall be vested in the General Body and in all proceedings (civil and criminal) it shall be described as property of the Association.
- 7.8 The Accounts of the Association shall be audited annually by a Chartered Accountant appointed by the Governing Body with the approval of the general Body. The audited statements shall be submitted to the Governing Body, which will present it with its recommendations, to the Annual General body for adoption. The Auditor shall have right to demand production of necessary books of accounts, vouchers and other documents.

VIII. LEGAL PROCEEDINGS

- 8.1 All contracts shall be executed on behalf of the Association by an officer of the Association authorized by the Governing Body.

IX. ALTERNATION AND AMENDMENT OF RULES AND CONSTITUTION OF THE ASSOCIATION

- 9.1 The Association may alter or add or extend the purpose for which it is established in accordance with the procedure under Societies Registration Act, 2006.
- 9.2 The Association shall have the powers to make, repeal, alter, amend or vary its rules and regulations for the administration and management of the affairs of the Association and for the furtherance of the objects as per procedures under Societies Registration Act 2006.
- 9.3 Such amendments and alterations shall come into force after being passed by the General Body of the Association and registered by The Registrar of Cooperative Societies, Directorate of Cooperation, Himachal Pradesh.

X. CONSTITUTION FOR MANNER OF DISSOLVING THE ASSOCIATION

- 10.1 The power to dissolve the Association and removal of the Governing Body is vested with the Members of the General Body by passing a resolution in General Body Meeting convened for the purpose.

10.2 After dissolution of the Association, the property and assets acquired by the Association shall be utilized by the Department of Food Science and Technology, Dr YS Parmar University of Horticulture and Forestry, Nauni, Solan, Himachal Pradesh under Section 48 of the Act.

XI. BY-LAWS OF THE ASSOCIATION

11.1 The Association shall have power to frame, amend or repeal any bye-laws for the furtherance of its objects and in particular to provide for the following matters:

- (a) The Association shall neither have profit motive nor its profit shall be distributed among Members.
- (b) Matters relating to admission, election, etc. of the Members and Membership fees.
- (c) Matters relating to appointment, removal and resignation of the office-bearers of the Council other than the President.
- (d) The preparation and submission of budget estimates, the sanction of expenditure, disposal of asset alterations of investments.
- (e) Conduct of business of Boards, Committees and Sub-committees as may be constituted and time to time, determining the powers, functions of such committees, their constitution and terms of office of the members.
- (f) The procedure for terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the staff of the Association both regular and contract.
- (g) Such other matters as may be necessary for the administration of the affairs of the Association.

Certified that this is the true copy of the Rules and Constitution of “**Functional Food Association of India (FFAI)**”.

President (FFAI)