

# INDIAN INSTITUTE OF PACKAGING

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amended as on January 1997  
amended as on November 2000  
amended as on October 2014

# MEMORANDUM OF ASSOCIATION & RULES AND REGULATIONS



## **ALTERATION OR EXTENSION OF THE PURPOSES OF THE INSTITUTE AND ALTERATION OF THE RULES**

- 41 The Institute may alter or extend the purpose for which it is established:
- (i) If a special meeting of the members of the Institute according to Rules is convened for the consideration for the consideration of such proposition;
  - (ii) If such report is delivered by post to every member of the Institute 14 days prior to such special meeting of the Institute;
  - (iii) If such proposition is agreed to by majority of at least three-fifths of the members of the Institute attending the meeting.
  - (iv) If such proposition is confirmed by the votes of at least three-fifths of the members of the the Institute present at the second special meeting convened at interval of not less than one month after the former meeting.
- 42 These Rules save and except Rule 41, may be altered at any time by a resolution passed by not less than one half of the number of the Members of the Institute present and voting in favour of the resolution at any meeting of the Institute which shall have been duly convened for the purpose.

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## **MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS**

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### **INDIAN INSTITUTE OF PACKAGING**

E-2 MIDC Area, P. B. No. 9432, Andheri (E), Mumbai - 400 093.

Tel: +91- 2821 98 03 / 2821 67 51 / 2821 94 69

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Website : www.iip-in.com

## **MEMORANDUM OF ASSOCIATION**

1. The name of the Society is the Indian Institute of Packaging.
2. The Registered Office of the Society shall be situated in the State of Maharashtra.
3. The objects for which the Indian Institute of Packaging is established are:
  - (i) to stimulate consciousness of good packaging;
  - (ii) to undertake and promote study, research and development in packaging and package design;
  - (iii) to recommend standards for packages, packaging materials, processes and equipment;
  - (iv) to test, evaluate and certify packages, packaging systems, packaging materials, equipment and processes;
  - (v) to provide consultancy services on packaging problems;
  - (vi) to study Packaging for export commoditywise and countrywise and to suggest measures to authorities concerned for effecting improvement.;

- (vii) to provide short term and long term training in Packaging Technology for specified personnel employed in industry, commerce and Government.
- (viii) to promote and stimulate action in universities and colleges, to provide education in Packaging Technology;
- (ix) to analyse the implications of a sound policy on packaging on domestic production, domestic consumption and domestic prices;
- (x) to study methods and procedures of incentives appropriate for development of packaging;
- (xi) to analyse the institutional framework most conducive to the promotion of packaging;
- (xii) to study the packaging requirements with special reference to transport by road, water, rail and air;
- (xiii) to study the impact of packaging on marketing;
- (xiv) to undertake advertising, publicity and exhibition to promote packaging consciousness;
- (xv) to establish relation and to co-operate with any other agency or organisation having similar objectives in India or abroad;
- (xvi) to provide and disseminate information relating to packaging;
- (xvii) to prepare, print and publish any papers or periodicals or reports;
- (xviii) to establish and maintain libraries and information services to facilitate the study of the various objects for which the Society is established;
- (xix) to constitute regional institutes at convenient places in India and outside to promote the objects of the society;
- (xx) to invite representatives of Government, industry, trade and other institutions and organisations, Indian and Foreign, to deliver lectures on subjects in which the Society is interested;
- (xxi) to accept grants of money, securities and property of any kind such terms as may seem expedient;
- (xxii) to acquire by gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the society and to build, construct, improve, alter, demolish and repair such buildings, works and construction as may be necessary for carrying out the objects of the society;
- (xxiii) to sell, lease, exchange, hire or otherwise transfer all or any portion of the movable and immovable property of the Society, provided that prior approval in writing of the Central Government is obtained for the transfer of immovable property;
- (xxiv) to invest and deal with any moneys and securities of the Society not immediately required for any in such a manner as may be provided by the Rules and Regulations of the society, as may, from time to time, be determined;
- (xxv) to draw, make, accept endorse and discount cheques, notes or others negotiable instruments for the purpose of the Society;
- (xxvi) to create and Reserve Fund, Sinking Fund, Insurance Fund, Provident Fund or any other Special Fund whether for depreciation or for

repairs, improving, extending or maintaining any of the properties or rights Society and/or for recoument of wasting assets and/or benefits of the employees and for any other purposes which the Society deems it expedient or proper to create or maintain any such Funds;

(xxvii) to borrow and raise money with or without security or on the security of mortgage, charge of hypothecation or pledge of all or any of the movable or immovable properties belonging to the society or in any other manner whatsoever provided that prior approval in writing from the Central Government is obtained in that behalf;

(xxviii) to create administrative, technical, ministerial and other posts under the society and to make appointments thereto in accordance with the Rules and Regulations of the Society;

(xxix) to make Rules and Regulations and Bye-laws for the conduct of the affairs of the Society and to add to, amend, vary or rescind them from time to time with the approval of the Central Government

(xxx) to do all such other acts and things either alone or in conjunction with other organisations or persons as the society may consider necessary, incidental or conducive to the attainment of the above said objects.

4. The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the affairs of the Society is entrusted as required under the Societies' Registration Act, Till the Governing Body is elected by the members of the Society, are as follows:

## GOVERNING BODY

SL. NO.	NAME	Occupation and Address
1.	H.D. Shourie	<b>Director General,</b> Indian Institute of Foreign Trade, 41/A-Friends Colony, NEW DELHI - 14
2.	Mr. T.M. Rama Aiyangar	<b>General Commercial Manager</b> The Metal Box Company of India Ltd. Barlow House, 59/C, Chowringhee, CALCUTTA - 20
3.	Mr. T.S. Bhat	<b>Manager</b> Poysha Industrial Co. Ltd. Jiji House, Raveline Street, MUMBAI - 1.
4.	Mr. A.B. Ajmera	<b>Partner,</b> The Card Board Box Mfg. Company, 38-Colootola Street, CALCUTTA - 73
5.	Mr. A.C. Banerjee	<b>Joint Secretary,</b> Ministry of Commerce Udyog Bhavan NEW DELHI - 2.
6.	Mr. T.M. Swaminthan	<b>Officer, Sales Dept.,</b> The Travancore Rayons Ltd., I.O.B. Building, 151, Mount Road, CHENNAI - 2

**7. Mr. Nand Lal**                      **Secretary,**  
The Paper Products Ltd.,  
13-14 Asaf Ali Road  
NEW DELHI

**8. Mr. K. Vishwanathan**        **General Manager,**  
Rolls Print Co. Pvt. Ltd,  
6, Chowringhee Road,  
CALCUTTA - 13.

5. We the undersigned, are desirous of forming a Society under the societies Registration ACT XXI of 1860 in pursuance of this Memorandum of Association.

**1. H.D. Shourie**                      **Director General,**  
Indian Institute of  
Foreign Trade,  
41/A-Friends Colony,  
NEW DELHI - 14

**2. Mr. T.M. Rama  
Aiyangar**                              **General Commercial  
Manager**  
The Metal Box  
Company of India Ltd.  
Barlow House,  
59/C, Chowringhee,  
CALCUTTA - 20

**3. Mr. T.S. Bhat**                      **Manager**  
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Raveline Street,  
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6, Chowringhee Road,  
CALCUTTA - 13.

## RULES AND REGULATIONS DEFINITIONS

1. In these Rules and Regulations unless the context otherwise requires :-

- (a) 'Institute' means the Indian Institute of Packaging;
- (b) 'Governing Body' means the Governing Body of the Institute constituted under Rule 7;
- (c) 'Chariman' and 'Vice-Chairman' mean the Chairman and Vice-Chairmen, respectively, of the Governing Body under Rule 8;
- (d) 'Director' means the Director of the Institute appointed under Rule 9;
- (e) 'Secretary' means the Secretary of the Institute appointed under Rule 10;

- (f) Member means a Member of the Institute or a Member of the Governing Body, as the case may be.
- (g) 'Government' means the Central Government;
- (h) 'Export Organisation' means any organisation or association concerned with the export effort including the Export Promotion Councils and Commodity Boards;
- (l) 'Year' means the year ending on the 31st day of March

### THE INSTITUTE

2. The Institute shall consist of the following members, namely;

- (a) The Chairman, Vice-Chairmen and Members of the Governing Body, being ex-officio members; and
- (b) all persons admitted to membership of the Institute under Rule 3.

Explanation : For The Purpose of this Rule and Rule 3, the term, 'persons' includes a firm, a company, a society or other body corporate.

- 3. (l) The Governing Body may admit any person interested in the objects of the Institute as life member thereof on payment of:
  - A. An Entrance Fee of Rs. 3000 and
  - B. A subscription of :
    - (a) Rs. 2,00,000 in lumpsum where such a person is an Industry Association;
    - (b) Rs. 2,00,000 in lumpsum where such a person is a manufacturing / trading / export organisation / unit engaged in any other business not registered as a MSME industrial Unit;

- (c) Rs. 1,00,000 in lumpsum where such a person is a manufacturing organisation registered as a MSME Industrial Unit or belongs to the Small Scale sector subject to production of the necessary details and verification; And
  - (d) Rs. 80,000 in lumpsum in the case of any person as individual;
  - (e) US\$ 10,000/- in lumpsum in case of overseas organisations.
- ii) The Governing Body may admit any person interested in the objects of the Institute as an Ordinary Member thereof on payment of;
    - A. An entrance fee of Rs. 3000 and
    - B. A subscription of:
      - (a) Rs. 30,000 per annum where such a person is an Industry Association.
      - (b) Rs. 8,000 per annum where such a person is a manufacturing / trading / export organisation / unit engaged in any other business not registered as a MSME industrial Unit;
      - (c) Rs. 4,000 per annum where such a person is a manufacturing organisation registered as a MSME industrial Unit of Manufacturing Unit belongs to the Small Scale sector and which is not covered in (b) above, subject to production of the necessary details and verification.
      - (d) Rs. 4,000 per annum in the case of any person as individual.
      - (e) In case of overseas organisation US \$ 500 in lumpsum per annum for Corporate Membership and US \$ 300 in lumpsum per annum for individual Membership.
  - (iii) The Governing Body may admit any Institute / Organisation / Establishment devoted to Research wholly financed by the Central / State Government or any University / Educational Institution teaching science or technology as an Associate Member on payment of an entrance of Rs. 3000 and Subscription of Rs. 4000 per annum The Associate member will not have any right to vote.

- iv) Not with standing anything stated in sub rules 3 (i) to 3 (iii) the Governing Body may admit any individual industry and association of industries as a patron member on payment of Rs. 10,00,000 lumpsum.

## NOTE

An Industry Association / Individual who is either a Patron / Life or an Ordinary Member of the Institute will not be entitled to the concessional charges as applicable to the members of the institute for service such as testing, training programmes, etc. and will not have any right to vote.

4. (I) The membership will be on a financial year basis.
- (ii) Not withstanding anything contained in these Rules, the subscription payable by a person who takes up the membership of the Institute at any time between 1st October and 31st March shall be only one-half of the total subscription payable for the year.
- (iii) The Subscription shall be payable on 1st April each year
5. The Institute shall maintain a roll of members and every member shall sign the roll and state therein his occupation and address. No person shall be entitle to vote or counted to be a member whose subscription at the time of election shall have been in arrears for a period exceeding three months.

Explanation : Where a member is a firm, a company, a society or other body corporate, the roll may be signed by any authorised representative of such firm, company, society or other body corporate, as the case may be.

6. (i) If there is any change in the address of a member of the Institute, the member shall notify to the Secretary his new address and the Secretary shall there-upon enter such new address in his roll of members. if a member fails to notify any change in his address, the address in the roll of members shall be deemed to be his address.

- (ii) Any member may resign his membership of the Institute by a letter addressed to the Secretary in this behalf.

## GOVERNING BODY

7. The Governing Body of the Institute shall consist of:
- (a) The Chairman and two Vice-Chairman of the Governing Body elected under Rule 8;
- (b) The Director of the Institute appointed under Rule 9, ex-officio;
- (c) Ten persons nominated by the Central Government and the organisations mentioned below:
- (1) a representative of the Ministry of Commerce, Government of India.
- (2) a representative of the Ministry of Defence, Government of India.
- (3) a representative of the Council of Scientific and Industrial Research.
- (4) a representative of the Directorate General of Technical Development, Government of India
- (5) a representative of the Bureau of Indian Standards
- (6) a representative of the Ministry of Food Processing Industries, Government of India
- (7) a representative of the Development Commissioner, Small Scale Industries, Government of India
- (8) a representative of the Ministry of Industry, Department of Industrial Development, Government of India



(9) a representative of the Ministry of Textiles.

- (a) one representative each of any five Commodity Boards/Export Promotion Councils under the Ministry of Commerce selected by the Governing Body of the Ministry of Commerce selected by the Governing Body of the Institute.
- (e) one representative each from the following twenty one groups of industries elected by the Institute at an Annual General Meeting:

**A. Manufacturers of Basic Materials for Packaging**

1. Paper and Paper Board
2. Plastics
3. Metals
4. Ancillary Materials

**B. Converters of Packaging Materials and Packages:**

5. Glass Packaging
6. Paper and Paper Board Packaging (excluding corrugated board packaging)
7. Plastics Rigid Containers
8. Flexible Packaging
9. Metal Packaging
10. Corrugated Board Packaging
11. Others

**C. User of Packaging:**

12. Edible Oil, Fats and Products thereof
13. Dairy Products
14. Food Articles (excluding 12 and 13 above)
15. Pharmaceuticals, Cosmetics and Toiletries
16. Chemicals, Fertilisers and Cement
17. Pesticides / Insecticides
18. Engineering Goods
19. Others

**D. Packaging and Converting Machinery Manufacturers:**

20. Packaging and Converting Machinery Manufacturers.

**E. Traders, Exporters, Dealers, Consultants and others dealing in packaging.**

21. Traders, Exporters, Dealers, Consultants and Others dealings in Packaging

At every Annual General Meeting other than the first, one-third the remaining of the elected members shall retire by rotation from office but shall be eligible for re-election. The members to retire by rotation at every Annual General meeting shall be those who have been longest in the office since their last appointment but as between persons who were elected as members of the Governing Body from the same date, those who are to retire shall be determined by lot. At the Annual General Meeting at which a member retires, the Institute may fill up the vacancy by appointing the retiring member or some other person.

- (i) Every Patron / Life / Ordinary Members shall Indicate to the Secretary of the Institute the group he should be deemed to represent so as to facilitate the process of election.
- (ii) The Governing Body may at its discretion co-opt not more than twelve persons who may or, may not be the members of the Institute if in its opinion the services of such persons would be of direct utility to the Institute. The term office for a co-opted member shall be three years and this term may be renewed for a similar period.
- (iii) Where a person is a member of the Governing Body by virtue of an office held by him. His membership shall terminate when he ceases to hold the office and the vacancy so caused shall be filled by his successor in office
- (iv) The Persons nominated on the Governing Body by the Central Government and the organisations mentioned in clause (c) above, shall hold office for such period, as may be specified by the nominating authority.
- (iv) The Persons elected by the Institute to the Governing Body shall hold office until a fresh election of the Governing Body takes place.

- (vi) Notwithstanding anything contained in this Rule, the Governing Body shall, as from the date of registration of the Institute, consist of the persons whose names are set out in clause 4 of the Memorandum of Association. The Members of the Governing Body shall hold office until the earliest Annual General Meeting held after the expiry of a period held after expiry of a period of one year from the date of registration of the Institute.
- (vii) An elected or co-opted member of the Governing Body who remains absent at three consecutive meetings of the Governing Body without proper leave of absence being applied for and granted shall automatically cease to be a member of the Governing Body.
- (viii) The Governing Body may fill up any vacancy caused in the Governing Body by an appropriate nomination for the remainder of the period.

#### **THE CHAIRMAN, THE VICE-CHAIRMEN, THE DIRECTOR AND THE SECRETARY**

- 8. The Chairman and Vice-Chairmen of the Governing Body shall be elected by the Governing Body from amongst its members and shall hold office till their successors are elected at the first meeting of the Governing Body held after the Annual General Meeting.
- 9. The Director of the Institute shall be appointed by the Governing Body with the prior approval of the Government of India and shall hold office on such terms and conditions as may be specified by the Governing Body and approved by the Government of India.
- 10. The Secretary of the Institute shall be appointed by the Governing Body with the prior approval of the Government of India.
- 11.(I) The Annual General Meeting of the Institute shall be held as soon as may be after the expiry of every year.

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- (ii) At every Annual General Meeting the Governing Body shall place before the members a draft of the annual report of the institute and of the accounts of the Institute relating to the preceding year and the Institute may adopt the reports and accounts with such modifications and recommendation as it thinks fit. Copies of the annual report and accounts of the Institute as adopted by it shall be supplied to the members of the Institute and to the Government.
- (iii) The Institute may hold such other meetings as it considers necessary in addition to Annual General Meeting.
- 12. The Governing Body shall meet as often as may be necessary but not less than twice a year.
- 13. (I) The meetings of the Institute and of the Governing Body shall be convened by the Chairman or in his absence by one of the Vice-Chairmen, by notice issued under hand of the Secretary or any other officer of the Institute authorised in this behalf.
- (ii) Every notice calling a meeting of the Institute or of the Governing Body shall be set the date time and place at which such meeting shall be held and shall contain a summary of the business to be transacted thereat. The notice shall be served upon every member of the Institute or of the Governing Body, as the case may be, not less than 10 clear days before the day appointed for the meeting.
- 14. The Chairman, and in his absence one of the Vice-Chairmen shall preside at all meetings of the Institute and of the Governing Body :  
  
Provided that where the Chairman and the Vice-Chairmen are absent at any meeting, any other member elected by the meeting shall preside at such a meeting
- 15. Ten members shall constitute the quorum of a meeting of the Institute and Five members shall constitute the quorum of a meeting of the Governing Body:  
  
Provided that if a meeting is adjourned for want of quorum, the subsequent meeting called on the basis of agenda will not be required to have a quorum.

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16. (I) No Members shall attend a meeting of the Institute or of the Governing Body otherwise than in person.  
 Provided that where a member of the Institute is a firm, a company, a society or other body corporate, such firm, company, society or other body corporate may authorise a representative to attend a meeting of the Institute on its behalf.
- (ii) The Chairman or Vice-Chairmen, Shall have power to invite any person other than a member to attend a meeting of the Governing Body but such other person shall not be entitled to vote at the meeting.
17. All disputed questions at meetings of the Institute and of the Governing Body shall be determined by Vote, each member having one Vote. In the case of an equality of votes the person presiding shall have and shall exercise a second or casting vote.
18. Any business which may be necessary for the Institute or the Governing Body to perform, except such as is required to be placed before the Annual General Meeting of the Institute, may be carried out by circulation among all the members of the Institute or of the Governing Body, as the case may be, and approval by a majority of members signing shall be as effective and binding as if such resolutions had been passed at a meeting of the Institute or the Governing Body, provided that at least the number of members constituting the quorum, respectively of the Institute or of the Governing Body record their views on the resolutions.

**POWERS, FUNCTIONS AND DUTIES OF THE INSTITUTE THE GOVERNING BODY, THE DIRECTOR AND THE SECRETARY**

19. The Institute shall be the supreme authority empowered to take all measures necessary for the attainment of the objects specified in the Memorandum of Association.
20. The Institute may be a Resolution constitute committees, sub-committees or advisory boards, and appoint the members thereof, and delegate to such committees, sub-committees or advisory boards such powers as it may consider necessary

21. The Institute shall have power to frame, amend or repeal any bye-laws in furtherance of its objects, and in particular to provide for the following matters:
- (I) the maintenance or accounts and the manner of audit;
- (ii) the making of investments and their sale or alteration;
- (iii) the conduct of business by committees, sub-committees or advisory boards that may be constituted from time to time;
- (iv) the procedures for appointment of officers and staff of the Institute and selection of personal therefor;
- (v) the terms and tenure of appointment, emolument, allowances, rules of disciplines and other conditions of service including establishment of a provident fund for the officers and staff of the Institute;
- (vi) prescription of qualification for trainees and research workers and charging of fees;
- (vii) such other matter as may be necessary for the administration of the affairs of the affairs of the Institute.

Not with standing anything contained in these rules/regulations/bye laws, the Government may, from time to time, issue such directives or instructions as may be considered necessary in regard to the finances, conduct of business and affairs of the Institute. The Institute shall give immediate effect to the directive or instructions so issued. In particular, the Government will have the power:

- (a) to give directions to the institute as to the exercise and performance of its functions in matters involving national security or substantial public interest and to ensure that the Institute gives effect to such directions
- (b) to call for such reports/returns and other information with respect to the property and other activities of the Institute as may be required from time to time;
- (c) to approve the institute's revenue and capital budgets, i.e. Revised Estimates and Budget Estimates; and

- (d) to approve agreements involving foreign collaborations, if any, proposed to be entered into by the Institute.
22. Except where otherwise required, the Governing Body shall exercise all the powers of the Institute and may delegate to the Chairman, the Vice-Chairmen, the Chairmen of the Regional Committees, the Director, the Secretary, the Regional Officers or any other officers of the Institute such of its powers as may be considered be necessary.
23. Subject to these Rules and the bye-laws of the Institute and the directions, if any, issued in this behalf by the Governing Body, the Director as the Principal Executive Officer of the Institute shall be responsible for the proper administration of the affairs of the Institute under the direction and guidance of the Governing Body. He shall prescribe the duties of all officers and staff of the Institute and shall exercise such supervision and control as may be necessary.
24. The Secretary shall maintain a record of the minutes of the meetings of the Institute and of the Governing Body and shall perform such other duties as may be required of, or as may be incidental to, his office or as may, from time to time, be entrusted to him by the Governing Body, the Chairman or the Director.

#### **FUNDS OF THE INSTITUTE, ACCOUNTS AND AUDIT**

25. The funds of the Institute shall consist of the following:
- (i) grants made by or through the Central or any State Government;
  - (ii) donations and contributions from other sources;
  - (iii) other income and receipts of the Institute.

26. The Institute shall have power to enter into arrangements with the Central and State Governments, and other public or private organisations or individuals for securing and accepting endowments, grant-in-aid, donations or gifts to the Institute on mutually agreed terms and conditions provided that conditions of such grants-in-aid, or donations or gifts shall not be inconsistent or in conflicts with the nature and objects of the Institute.
27. The Institute shall have power to take over and acquire by purchase, gift or otherwise from the Central or State Governments or other public or private organisations or individuals willing to transfer the same, libraries, laboratories, demonstration equipment, immovable properties, endowments or funds together with any attendants obligation and engagements not inconsistent with the nature and objects of the institute.
28. The Bankers of the Institute shall be the State Bank of India or any other scheduled bank as may be decided by the Governing Body. All funds received shall be paid into the Institute's Account with the appointed bank and shall not be withdrawn except on a cheque signed by the Secretary or any other officer of the Institute authorised by the Governing Body in this behalf in the case of Head Office in Mumbai and the Regional Officer in the case of Regional Office and countersigned by the Chairman or any authority authorised by the Chairman in this behalf. The Institute may invest its funds in the Govt. approved financial Institutions like UTI, IDBI, ICICI, LIC, HDFC or any other Institution / Organisation approved by the Govt, of India as it deem fit.
29. The Institute shall maintain proper accounts including the balance-sheet in such form as may be prescribed.
30. The accounts of the Institute shall be audited annually by a qualified auditor or auditors appointed for the purpose by the Institute and any expenditure incurred in connection with the audit of accounts of Institute shall be payable by the Institute. The

auditors shall have the right to demand production of books, accounts, vouchers and other documents and papers and to inspect the office of the Institute. In the event of any unforeseen circumstances if the auditors are required to be changed during the year, the same may be done with the consent of the Chairman subject to ratification at the Annual General Body meeting to be held subsequently.

31. The Property, movable and immovable, belonging to the Institute shall vest in the Governing Body.
32. All contracts shall be executed on behalf of the Institute by the Secretary and countersigned by the Chairman or any other person authorised by the Chairman in this behalf.
33. No act or proceeding of the Institute on behalf of or the Governing Body shall be deemed to be invalid by reason merely of any vacancy or any defect in the constitution of the Institute or of the Governing Body as the case may be.
34. When a person has been nominated a member of the Institute or Governing Body by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
35. A member of the Governing Body shall cease to be a member, if he shall resign, becomes of unsound mind, has been adjudged insolvent or is convicted of a criminal offence involving moral turpitude. The Chairman and the Director may resign by a letter addressed to the Governing Body and their resignation shall take effect only from the date it is accepted by the Governing Body.
36. Any vacancy in the Governing Body may be filled up by appointment or election by the authority concerned and the terms and office of a member so appointed or elected shall continue only for the remainder of the term of the member in whose place he has appointed or elected.

37. The Institute may sue or be sued in the name of the Secretary
38. The Income and property of the Institute, however derived, shall be applied towards the promotion of the objects thereof, subjects nevertheless in respect of the expenditure of grants made by the Central Government to such limitations as the Government may from time to time impose. No Portion of the Income and property of the Institute shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise however, by way of profits to any persons or organisations who at any time are; or have been members of the Institute or to any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof, other persons in return for any service rendered to the Institute.
39. If on the winding up or dissolution of the Institute, there shall remain after the satisfaction of its debts and liabilities and property whatsoever the same shall not be paid to or distributed among the members of the Institute or any of them but shall consistently, with the objects of the Institute, be dealt with in such manner as the Liquidator duly appointed may determine.
40. (I) A notice may be served upon any member of the Institute either personally or through the post in an envelope addressed to such member at the address mentioned in the roll of members;  
(ii) Any notice served by post shall be deemed to have been served on the day following that on which the letter envelope or wrapper containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.