



Zebrafish Foundation India Rules & Regulations

Rules & Regulations

1. DEFINITION

The word “Zebfin” where ever mentioned means “Zebrafish Foundation India”

2. OFFICE ADDRESS

F108, IT Colony, Raigarh, Navi Mumbai 400614

3. OBJECTIVES OF TRUST

To provide a single window platform for Zebrafish based information, promotion, education, research and resources (RR) for scientific. Educational, biotechnology. Government, semi-government, research and student community in India.

Zebrafish Foundation India will strive to generate awareness & create opportunities of research via Zebrafish model across, educational Institutes, Scientific & Research organizations, Biotechnology laboratories, Universities, Government and state owned research Centers, Private and semi Government organizations a like, inducing Research & Development Activity in the field of Biotechnology, Medical Genetics, Agriculture, Pisciculture, Pharmaceuticals, Food, Feed, Vaccines, and Dairy etc. To develop Zebrafish information repository, publications, and research technologies and transfer the technologies, provide consultancy, conferences, seminar, workshops, educational drives, and marketing in the technologies, patents, copyrights, inventions, testing, molecular and genetics, and the products, technologies, services, concepts, testing developed through this Zebrafish research & associated science and technology.

4. JURISDICTION

The jurisdiction of the ZEBFIN shall be at all over India.

5. FINANCIAL YEAR

The financial year of the ZEBFIN shall be from 1st April to 31st March of every year



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6. MEMBERSHIP

The membership of the ZEBFIN is open to all persons and who agree with the aims and objectives of the ZEBFIN. They shall have to abide by Rules and Regulation of the said ZEBFIN. Membership will be allowed after consideration and approval of the Governing Council (SAB) and payment of membership fee decided by Governing Council (SAB). Governing Council (SAB) keeps the right to reject any application for membership with the provision of specific reason.

7. TYPES OF MEMBERSHIP

The membership of the ZEBFIN shall consist of Life Members or fixed term Members. Categories of Members will be Full Members, Associate Members, Student Member, Emeritus Members, Overseas Members, Corporate Members, Institutional Members and Honorary Members. Each category of Members has to pay Membership fee decided by Governing Council (SAB).

The eligibility criteria, rights and privileges of Members are as following:

(a) Full Members: There shall be full membership for Indian Nationals who have contributed significantly in the area of Zebrafish research and/or allied sciences and have substantial peer-reviewed research publications (minimum cumulative impact factor: 10 or 5 international Journals) in the research areas related to Zebrafish research or Ph.D. qualification in the research areas related to Zebrafish and/or functional genomics, embryonic development, human disease research, biotechnology and medical genetics research/and or allied sciences or substantial clinical experience with at least M.D./M.S./or equivalent degree. The fulfillment of these qualifications shall be determined by examination of the membership application and information provided by the applicant. Applicants for full membership in the ZEBFIN must be nominated by two Full/Emeritus members of the ZEBFIN except for founder Full Members. Full Members will be Life Members. The rights and privileges of Full Members will include voting, holding office in Governing Council (SAB) and Working Committees, subscribing to the publications



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of the ZEBFIN and participating in scientific meetings/conferences/workshops etc. at rates as decided by Governing Council (SAB). Full Members with minimum 25 years of academic, scientific research who have retired from his/her own institution or reached age of 70 years (with minimum 10 years of Full Membership) and do not hold any position in any Institution, is exempted to pay fee for any scientific events of the ZEBFIN. He/she has all the rights and privileges of Full Members except contesting for any position in Governing Council (SAB).

(b) Emeritus Members: Full Member with minimum 25 years of academic, scientific research, who have reached 70 years and contributed significantly to ZEBFIN may be nominated by Governing Council (SAB) as Emeritus Member. He/she will have all the rights and privileges of Full Members except contesting for any position in Governing Council (SAB) and would be exempted from paying fee for scientific events of the ZEBFIN. Emeritus Members will be Life Members.

(c) Overseas Members: Scientists/researchers of non-Indian nationality fulfilling the requirements of Full Members will be Overseas Members of ZEBFIN. He/she will have all rights and privileges of Full Members except holding a position in Governing Council (SAB). Overseas Members will be Life Members.

(d) Associate Members: Applicants that do not meet the requirements for full membership or another membership category, but whose interests and endeavors are otherwise oriented with the objectives of the ZEBFIN, shall be Associate Members of the ZEBFIN. The fulfillment of these qualifications shall be determined by examination of the membership application and the research publications of the applicant. Associate Members have all privileges of Full Members except voting or holding position in Governing Council (SAB). Associate Members will be Life Members.

(e) Student Member: Students working/interested in area of Zebrafish research will be Student Member limited to five years from time of paying student membership fee, extendable at intervals of five years. Students acquiring any scientific position will no longer be considered for student membership. The fulfillment of these qualifications shall be determined by examination of the



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membership application. Student Member has all the privileges of Full Members except voting or holding post in Governing Council (SAB). Student Members will be eligible for student travel award and other student privileges decided by Governing Council (SAB).

(f) Honorary Members: Honorary members will be the outstanding scientists in the field, either from India or abroad, who will be nominated unanimously by the Governing Council (SAB) and will be offered membership for life. They shall have the same rights as Full members except right to vote and to be elected to the Governing Council (SAB). They shall be exempted from paying Membership Fee and registration fee at the scientific events organized by the ZEBFIN.

(g) Corporate Members: Any corporation or business interested in the goals and mission of the ZEBFIN may join as Corporate Member. The term of corporate members will be for five years, which may be extended after paying a fee decided by Governing Council (SAB). Applicants for corporate membership must be nominated by two Full/Emeritus Members of the ZEBFIN. Corporate Members will not have right to vote or hold post in Governing Council (SAB). Corporate Members will nominate their representatives for participation and their exhibition during events of ZEBFIN at reduced rates. They will add their advertisement in publications/web page of ZEBFIN at reduced rate. The reduced rate and number of representatives will be decided by Governing Council (SAB).

(h) Institutional Members: Academic Departments or Institutes may join as Institutional Members. The term of Institutional members will be for five years, which may be extended after paying a fee decided by Governing Council (SAB). Institutional Members will not have right to vote or hold office in Governing Council (SAB) of the ZEBFIN. An Institutional Member may subscribe to the ZEBFIN's publications only at the institutional rates decided by Governing Council (SAB). Institutional members will be allowed to sponsor five students as Student Member and two faculties as Associate Member from their institution for membership of the ZEBFIN without additional Membership fee. The Membership period of these Members will be till the term of Institutional Membership or till tenure of such member in the institute whichever is earlier. Age calculation for



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Membership: Age as on April 1 of that particular year will be considered and if required Member has to submit valid proof of age. Governing Council (SAB) will decide addition/deletion of any Membership category, revision of their privileges and term deemed necessary with approval of two-third majority of General Body Meeting.

8. MEMBERSHIP FEE AND MEMBERSHIP PROCEDURE:

For the year 2021-22 the membership fee are exempted for all memberships. Membership fee for members joining us from 2022 April 1 will be following Full /Emeritus Members Rs. 3000=00, Associate Membership: Rs. 1500=00, Student Member: Rs. 500=00, Corporate Membership: Rs. 30000=00, Institutional Membership: Rs. 20000=00. Deemed necessary, membership fee for each category of Members will be revised by Governing Council (SAB) with approval of General Body with simple majority during General Body Meeting. All categories of Membership applications (without Membership fee) will be received by Secretary, who will submit the same to Governing Council (SAB) for discussion and approval (either by post or electronically). After Governing Council (SAB) approval, Membership fee will be collected and deposited in ZEBFIN Bank Account by Treasurer, who will issue the receipt for the payment. Secretary will issue Membership Number and Membership Card after confirmation of receipt of payment. Membership fee will be paid either electronically to ZEBFIN Account or through crossed demand draft and Cheque. No cash payments will be received for Membership fee. The process of nominated Members like Emeritus and Honorary Member will be initiated and completed by President in consultation with Governing Council (SAB). Secretary will issue Membership Number and Membership Card to those Members.

All members will be responsible to update their postal, email and other contact details time to time through written communication to Secretary. All communication from ZEBFIN to Members will be on final address and email only.



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6. MANAGEMENT COMMITTEE

(a) The affairs of the ZEBFIN shall be conducted by its members through their elected Governing Council (SAB) and Working Committees appointed by Governing Council (SAB). Governing Council (SAB) will be responsible for General Body. Governing Council (SAB) shall meet once a year and quorum for Governing Council (SAB) meeting will be 8 (eight). The decision/function of Governing Council (SAB) will be either consensus or by simple majority of Governing Council (SAB) Members, in case of any tie, President's vote will be decisive.

(b) The Governing Council (SAB) shall consist of elected Members comprising of one President, one Vice-President, one Secretary, one Treasurer and nine councilors from research areas of biology (four), medicine (two), chemistry (one), interdisciplinary (one) and physics (one). Immediate Past President (ex-officio) and Editors-in-Chief of major scientific journal will be non-elected Members of Governing Council (SAB) without voting right. Convener of various Working Committees will be Councilors of Governing Council (SAB), which will be decided by President in consultation with Vice President. Editors-in-Chief of major scientific publication of ZEBFIN will be nominated by Governing Council (SAB) after inviting necessary applications. The term of elected Governing Council (SAB) members will be for two financial years. There shall be maximum of thirteen or minimum of seven members elected to the Governing Council (SAB) of the ZEBFIN.

(c) In the event where any seat of office bearer of Governing Council (SAB) is vacated/vacant or in long term absence of any office bearer, the Governing Council (SAB) shall appoint a elected Councilor of Governing Council (SAB) to serve until the next election is held or till absence period.

(d) Members of the Governing Council (SAB) will be eligible for election to the same post for only two consecutive terms and not for any post for more than two consecutive terms. President will not be eligible for contesting election for any post in Governing Council (SAB) for two consecutive terms.



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(e) Working Committees will be constituted by Governing Council (SAB), in which convener of each Working Committee will be one of the elected Councilor of Governing Council (SAB). The Working Committee will be constituted as per requirement decided by Governing Council (SAB). Working Committees will be responsible to report to Governing Council (SAB) and take their approval wherever necessary. Working Committees will be appointed by the Governing Council (SAB) with consensus or majority, whose term will be also for four years or till the term of Governing Council (SAB), whichever is earlier.

(f) Each Working Committee will have 3-5 Members, who will be any category of Member of ZEBFIN. Members of Working Committee will be decided by Convener of Committee in consultation with Governing Council (SAB). The duties of Working Committees will be decided by Governing Council (SAB).

7. POWERS AND DUTIES OF MANAGEMENT COMMITTEE

(a) The President will Chair the GC meetings, General Body Meetings and look after academic and scientific activities of ZEBFIN. In absence of President, Vice President will preside over the above mentioned Meetings of the ZEBFIN. Vice President will assist President in academic activities of ZEBFIN and will supervise the activities of ZEBFIN performed by Secretary and Treasurer. Secretary will be responsible for receiving Membership applications, issuing Membership No. and conducting election (in the event of Election Officer is not involved in election process). Secretary will finalize the agenda of Governing Council (SAB) and General Body Meeting in consultation with President and Vice President. Treasurer will keep records of payment received, issued receipts, audits of the ZEBFIN account and present audited statement during General Body Meeting. Treasurer will submit audited statement to Registrar of Societies and any other authority as may be required as the law of time being in force, if any. The Treasurer shall dispose of the bills of payments as sanctioned by the Governing Council (SAB).



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- (b) Any important papers related to ZEBFIN shall be kept at the registered office and/or any other suitable place as per decision by ZEBFIN.
- (c) President and Secretary will be legal representative of ZEBFIN.
- (d) Each office bearer will perform his/her duties. If for some reason he/she is unable to perform his/her assigned duties, he/she should give written consent to perform his/her duties by any other member of the ZEBFIN.

7. FINANCIAL MANAGEMENT

ZEBFIN will have savings bank account in name of Zebrafish Foundation India in any nationalized /recognized bank at city of registered office, which will be operated by either two out of President, Secretary and Treasurer. Membership fee will be used as corpus money as asset of ZEBFIN. Interest out of this amount may be used for general purposes. The account will be audited at least once in two year and audited Report will be presented to General Body for discussion and approval during General Body Meeting. The payment received for special purposes will be used for that purpose only. ZEBFIN will institute fellowships/awards/prizes for students and scientists, which will be decided by appropriate Committee designated by Governing Council (SAB). Sources of income of ZEBFIN will be membership fee, donations in cash or in kind, grants/assistance from Government Agencies, bank interest and surplus money during scientific events.

8. GENERAL BODY AND GOVERNING COUNCIL (SAB) (SAB) MEETINGS

- (a) General Body will be constituted of Members with voting right. General Body of ZEBFIN shall meet as a rule at least once every two years. Unless time and place of the meeting would have been set at the preceding meeting of the General Body, it shall be preferably held during Conference or major scientific event of the ZEBFIN. The venue and agenda finalized by the Coverning Council (SAB) should be



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communicated to the valid members at least four weeks in advance either by post or electronically. The business of General Body Meeting shall be (i) to confirm the minutes of previous General Body Meeting; (ii) to read and approve previous years audited statements of income and expenditure; (iii) to approve the audited statements of income and expenditure of previous events; (iv) to elect the Governing Council (SAB) for next term (where ever applicable), if election is not through ballot paper; (v) to appoint advocate/legal advisor/chartered accountant and fix their remuneration; (vi) ratify the membership of new Members; (vii) any other matter raised by any Member with voting right should be given in writing (post or electronic) to President/Secretary at least five days prior to General Body Meeting.

(b) Governing Council (SAB) (SAB) shall meet at least once in a year at venue and time decided in consultation with Members of Governing Council (SAB) (SAB). Web/electronic/tele-conference based meeting for Governing Council (SAB) (SAB) will be adopted if needed and decided by Governing Council (SAB) (SAB). The notice for the meeting shall be sent at least two weeks in advance and agenda for the meeting will be drafted by the Secretary in consultation with President and Vice President, which shall be circulated to Members of Governing Council (SAB) (SAB) at least one week prior to the date of the meeting. In Governing Council (SAB) (SAB) meeting, in case of a tie, the President shall exercise the right to cast the deciding vote.

(c) Minutes of General Body and Governing Council (SAB) (SAB) Meetings will be prepared by Secretary and within 15 days of meeting will be circulated to Members attending the Meeting by post or electronically for finalization. Final minutes of Governing Council (SAB) (SAB) Meetings will be circulated to General Body Members either by post or electronically.

(d) At the General Body Meeting, questions of scientific or administrative nature shall be decided by a simple majority of votes of the members with voting right present and voting. In case of a tie, the President shall exercise the right to cast the deciding vote. (e) An extra ordinary General Body Meeting of ZEBFIN may be convened by Governing Council (SAB) (SAB) in case of deemed emergency



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necessary upon a written request made by 2/3rd Members with voting right of ZEBFIN to the President.

9. ELECTION OF MANAGING COMMITTEE

Except for the first Governing Council (SAB) (SAB), Members of Governing Council (SAB) (SAB) shall be elected by simple majority of General Body Meeting. Till the number of Members with voting right reach to critical mass, General Body may elect Governing Council (SAB) (SAB) during General Body Meeting either by consensus or simple majority. Election of Governing Council (SAB) (SAB) can be changed to ballot paper (paper/electronic) mode by simple majority of General Body Meeting. Ballot paper, election will be conducted by secret ballot by an Election Officer appointed during General Body Meeting. Ballot paper will be sent to the eligible members with voting right either by mail or electronically. The election process, ballot, method of delivery and any modification shall be approved by the General Body. Election Officer shall be a Full Member of ZEBFIN, but will not be contesting for election for Governing Council (SAB) (SAB) for that year. Election Officer will conduct the election as per rules and regulations in the constitution of ZEBFIN existing at the time of General Body Meeting. List of Members with voting right at the time of General Body Meeting will be used for election procedure. For age calculation for election process, age as on April 1 of that particular year should be considered and if required Member has to submit valid proof of age.

(a) Not less than 16 weeks before completion of term of Governing Council (SAB) (SAB), Election Officer will communicate the list of Members with voting right through email or web page for any correction in their postal address and verification.

(b) Not less than 14 weeks before the completion of term of Governing Council (SAB) (SAB), the Election Officer shall send a request for nominations, specifying



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the vacancies in Governing Committee to each Member with voting right either by mail or electronically. Within 10 weeks before the completion of term of Governing Council (SAB) (SAB), all nominations shall be received by the Election Officer. A person should be nominated and seconded each by a separate Member with voting right. A person will not contest for more than one post. Office bearers (President, Vice President, Secretary and Treasurer) of Governing Council (SAB) (SAB) will be those who have an academic/scientific position in any Institution excluding those who are on honorary positions.

(c) The names of valid nominees shall be communicated to the Members with voting right either by post or electronically. If election is required by paper ballot paper, the Election Officer will send the original ballot paper with serial number and signature to Members with voting right not less than ten weeks before the completion of term of Governing Council (SAB) (SAB). Election officer will also send details like designation, address and brief bio-data of candidates either by mail or electronically to Members with voting right. Members will be elected based on simple majority and results should be declared before completion of term of Governing Council (SAB) (SAB). In event of web-mediated electronic voting, the election procedure will be discussed and finalized in General Body Meeting by two-third majority.

10. AMENDMENTS OF RULES AND REGULATIONS

(a) No part of this rules and regulations shall be amended or annulled except by formal proposal of an Amendment, followed by opportunity for discussion at General Body Meeting. Proposal of an Amendment may be made by a Member of the Governing Council (SAB) (SAB) or by petition to the President signed by at least five Members with voting right. The Secretary shall distribute (electronically or by post) the proposed Amendment to all Members of the ZEBFIN with voting right no less than three weeks before next General Body Meeting. Adoption of a proposed Amendment shall require the affirmative votes of not less than two-thirds of the Members with voting right present and voting in General Body



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Meeting. No amendment of this rules and regulations can be made by any other way than discussion and voting during General Body Meeting.

(b) Change in name and objects of ZEBFIN shall take place according to Section of 12 and 12-A of the Societies Registration Act, 1860.

11. TERMINATION OF MEMBERSHIP AND RESIGNATION

(a) Membership of any Member will be terminated in case of default in payment of dues and insanity.

(b) The General Body of the ZEBFIN has the right to revoke the membership (without return of Membership fee) of any member who seriously violates the rules of the ZEBFIN or jeopardizes objectives, professional/public misconduct/misdeed and serious violation of constitution of the ZEBFIN. For termination of any elected Member of Governing Council (SAB) (SAB) (including any office bearer), at least 1/5th Full Members and/or 2/5th of other Members with voting right should submit a written petition. Such petition should get approval of General Body Meeting with two-third assertive majority. For termination of Membership of any Member, at least 10 Members with voting right should submit a written petition. Before termination of Membership, the aggrieved Member shall have opportunity for redressal by appealing to appellate authority. The appellate authority shall be constituted by Governing Council (SAB) (SAB). Recommendation of appellate authority shall be binding to both parties subject to ratification by the General Body Meeting with two-third assertive majority of voting and present.

(c) Any Member may submit his/her resignation to President/Secretary on the basis of change of Nationality and research interest. Cases of resignation shall be submitted to General Body Meeting for discussion and approval with simple majority.

12. DISSOLUTION OF THE ZEBFIN



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1. In the event of the ZEBFIN being dissolved for any reason, it shall be dissolved as per provisions laid down in Section 12 and 12A of the MCA Govt. of India
2. In the event of dissolution of the ZEBFIN for any reason, the surplus funds remaining after satisfaction of debts and liabilities shall not be distributed among members, but shall be paid or transferred to some other charitable institutions or institutions having aims similar to those of the ZEBFIN. Such institution or institutions shall be determined by the members of the General Body at or before the time of dissolution.