

ASSOCIATION OF CONSULTING CIVIL ENGINEERS (India)

BANGALORE – 560 001



CONSTITUTION MEMORANDUM OF ASSOCIATION BYE-LAWS AND RULES AND REGULATIONS

(Amended up to 12th June 2015)

No. 2, UVCE Alumni Association Building, K R Circle,
BANGALORE – 560 001.

Telephone: 080 – 22247466, 080 – 22219012

Web site: accehq.net

E-mail: admin@accehq.net

INDEX

SECTION ONE:

CONSTITUTION

1. Name of the Association:	9
2. Registered Office:	9
3. Purpose:	9
4. Authority:	10
5. Funds:	11
6. Territory:	11
7. Regions:	11
7.1. East Region:	11
7.2. North Region:	11
7.3. South Region:	11
7.4. West Region:	11
7.5. Union Territories:	11
8. Membership Territory:	11
8.1. Eligibility:	11
8.2. Grades:	11
8.3. Dues and Fees:	12
8.4. Accounts:	12
9. Groups of Members:	12
9.1. Regions:	12
9.2. Divisions and Special Interest Groups(SIG)	12
9.3. Centers:	12
9.4. Divisions and SIG Units:	13
9.5. Student Centers:	13
9.6. Dissolution:	13
10. Management:	13
10.1. General Body (Headquarters):	13
10.1.1. Composition and Voting Rights:	13
10.1.2. Authority:	13
10.1.3. Quorum and Majority:	14
10.1.4. Meetings:	14
10.2. General Body (Centers):	14
10.2.1. Composition and Voting Rights:	14
10.2.2. Authority:	14
10.2.3. Quorum and Majority:	15
10.2.4. Meetings:	15

10.3. The Governing Council at Headquarters:	15
10.3.1. Composition:	15
10.3.2. Authority:	15
10.3.3. Quorum and Majority:	16
10.3.4. Meetings:	16
10.4. The Managing Committee at Centers:	16
10.4.1. Composition:	16
10.4.2. Authority:	16
10.4.3. Quorum and Majority:	16
10.4.4. Meetings:	16
10.5. The Executive Committee:	16
10.5.1. Composition:	17
10.5.2. Authority:	17
10.5.3. Quorum and Majority:	17
10.5.4. Meetings:	17
10.5.5. Nominated Members:	17
10.6. Office Bearers:	17
10.6.1. Composition:	17
10.6.2. Authority:	17
10.7. The Think Tank:	18
10.7.1. Composition:	18
10.7.2. Authority:	18
11. Recall:	18
12. Vacancies:	18
13. Dissolution:	19
14. Association Seal:	19
15. Law:	19
16. Jurisdiction:	19
17. Nominations and Elections:	19
18. Questions of Importance:	20
19. Amendments:	20

SECTION TWO:

MEMORANDUM OF ASSOCIATION

1. Name of the Association:	23
2. Registered Office:	23
3. Aims and Objectives of the Association:	23
4. Authority:	24
5. Funds:	24

SECTION THREE:

BYE LAWS, RULES AND REGULATIONS

1. Name of the Association:	26
2. Registered Office:	26
3. Definitions:	26
4. Membership of the Association:	26
4.1. Code of ethics for ACCE (I) Members (all categories):	27
4.2. Categories of Membership:	29
4.3. Eligibility criteria for Membership of Association:	29
4.3.1. STUDENT MEMBERSHIP:	29
4.3.2. ASSOCIATE MEMBER:	30
4.3.3. MEMBER:	31
4.3.4. LIFE MEMBER:	32
4.3.5. FELLOW MEMBER:	32
4.3.6. HONORARY FELLOW MEMBER:	33
4.3.7. ORGANIZATION MEMBER:	34
4.4. Special cases:	35
4.5. Up gradation and/or Transfer of Membership:	35
4.6. Validation:	35
4.7. Reapplication:	35
4.8. Discounted Membership Fee:	35
4.9. Register of Members:	35
4.10. Form of Application:	36
4.11. Dues and Fees:	36
4.12. Billing, termination and Reinstatement:	37
4.12.1. Billing:	37
4.12.2. Termination:	38
4.12.3. PROCEDURE FOR ACTION AGAINST AN ACCE (I) MEMBER FOR A VIOLATION:	
4.12.3.1. Complaints:	39
4.12.3.2. Sequence of Action:	39
4.12.3.3. Findings:	39
4.12.4. Reinstatement:	40
4.13. Resignation:	40
4.14. Death of Member:	40
4.15. Severance:	40
4.16. Privileges of Members:	41
4.16.1. Assertion:	41
4.16.2. Publications:	42

5. ADMINISTRATIVE HIERARCHY OF THE ASSOCIATION:	42
5.1. HEADQUARTERS:	42
5.1.1. OFFICE BEARERS:	42
5.1.2. EX-OFFICIO MEMBER:	42
5.1.3. CHAIRMAN’S OF CENTERS:	42
5.1.4. CO-OPTED MANAGING COMMITTEE MEMBERS:	42
5.1.5. STRENGTH OF GOVERNING COUNCIL:	43
5.2. LOCAL CENTERS:	43
5.2.1. OFFICE BEARERS:	43
5.2.2. EX-OFFICIO MEMBER:	43
5.2.3. ELECTED MANAGING COMMITTEE MEMBERS:	43
5.2.4. OTHERS:	44
5.2.5. CO-OPTED MANAGING COMMITTEE MEMBERS:	44
6. ELECTIONS:	44
6.1. ELECTORATE:	44
6.1.1. ELECTORATE FOR LOCAL CENTER ELECTIONS:	44
6.1.2. ELECTORATE FOR HEADQUARTERS ELECTIONS FOR THE POST OF:	44
6.1.2.1. PRESIDENT:	44
6.1.2.2. VICE PRESIDENT:	44
6.1.2.3. SECRETARY GENERAL:	44
6.1.2.4. TREASURER:	45
6.2. ELECTION PROCEDURE:	45
6.3. ELIGIBILITY CRITERIA FOR CONTESTING ELECTIONS:	47
6.3.1. ELIGIBILITY CRITERIA FOR CONTESTING ELECTIONS FOR VARIOUS POSTS AT LOCAL CENTERS:	47
6.3.1.1. CO-OPTED MANAGING COMMITTEE MEMBER:	47
6.3.1.2. ELECTED MANAGING COMMITTEE MEMBER:	48
6.3.1.3. TREASURER:	49
A. Mandatory:	49
B. Desirable:	49
6.3.1.4. SECRETARY:	50
A. Mandatory:	50
B. Desirable:	50
6.3.1.5. CHAIRMAN:	51
A. Mandatory:	51
B. Desirable:	51
6.3.1.6. OFFICE BEARERS OF THE CENTER:	52
6.3.2. ELIGIBILITY CRITERIA FOR CONTESTING VARIOUS POSTS AT HEADQUARTERS:	
6.3.2.1. GOVERNING COUNCIL MEMBER:	52
A. Mandatory:	52
B. Desirable:	52
6.3.2.2. TREASURER:	53
A. Mandatory:	53
B. Desirable:	53

6.3.2.3.	VICE PRESIDENT:	54
	A. Mandatory:	54
	B. Desirable:	55
6.3.2.4.	SECRETARY GENERAL:	55
	A. Mandatory:	55
	B. Desirable:	56
6.3.2.5.	PRESIDENT:	56
	A. Mandatory:	56
	B. Desirable:	57
6.3.3.	MANDATORY REQUIREMENTS AT A GLANCE FOR BEING AN OFFICE BEARER:	57
7.	CENTERS IN INDIA:	59
7.1.	Formation:	59
7.2.	Membership and Elections:	59
7.3.	Finances:	60
7.3.1.	Obligations of the Centre:	60
7.3.2.	Contribution by Centers to HQ:	60
7.3.3.	Centre Not to Form Independent Trust or Other Entity:	61
7.3.4.	Undertaking by Center to Headquarters:	61
7.4.	Reports:	61
7.5.	GENERAL BODY AND OTHER MEETINGS:	61
7.5.1.	ANNUAL GENERAL BODY MEETING:	61
7.5.1.1.	NOTICES:	62
7.5.1.2.	CONVENOR OF MEETING:	62
7.5.1.3.	CHAIRMAN OF THE ANNUAL GENERAL MEETING:	62
7.5.1.4.	QUORUM:	62
7.5.1.5.	RESOLUTION PROCEDURE	62
7.5.1.6.	RESOLUTION RECORD:	64
7.5.2.	EXTRA ORDINARY GENERAL BODY MEETING:	64
7.5.2.1.	NOTICES:	64
7.5.2.2.	CONVENOR OF MEETING:	64
7.5.2.3.	CHAIRMAN OF THE EXTRA ORDINARY GENERAL BODY MEETING:	65
7.5.2.4.	QUORUM:	65
7.5.2.5.	RESOLUTION PROCEDURE:	65
7.5.2.6.	RESOLUTION RECORD:	66
7.5.3.	MANAGING COMMITTEE MEETINGS OF THE CENTER:	66
7.5.3.1.	RESOLUTION RECORD:	67
7.6.	FUNDS AND ASSETS OF THE CENTER:	67
7.7.	ACCOUNTS AND FINANCE MANAGEMENT OF THE CENTER:	68
7.8.	ADMINISTRATION AND MANAGEMENT:	69
7.9.	DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS:	71
7.9.1.	TREASURER:	72
7.9.2.	SECRETARY:	72
7.9.3.	CHAIRMAN:	72
7.10.	DISSOLUTION OF MANAGING COMMITTEE OF THE CENTER:	72

7.11. REVOCATION OF A CENTER:	73
7.12. JOINT PROGRAMS WITH HEADQUARTERS OR WITH OTHER CENTERS:	73
8. HEADQUARTERS:	74
8.1. Membership and Elections:	74
8.2. Finances:	74
8.2.1. Contribution by HQ to Centers:	75
8.3. Headquarters not to Form Independent Trust or Other Entity:	75
8.4. Reports:	75
8.5. GENERAL BODY AND OTHER MEETINGS:	75
8.5.1. ANNUAL GENERAL BODY MEETING:	75
8.5.1.1. NOTICES:	76
8.5.1.2. CONVENOR OF MEETING:	76
8.5.1.3. CHAIRMAN OF THE ANNUAL GENERAL MEETING:	76
8.5.1.4. QUORUM:	76
8.5.1.5. RESOLUTION PROCEDURE:	77
8.5.1.6. RESOLUTION RECORD:	78
8.5.2. EXTRA ORDINARY GENERAL BODY MEETING:	78
8.5.2.1. NOTICES:	78
8.5.2.2. CONVENOR OF MEETING:	79
8.5.2.3. CHAIRMAN OF THE ANNUAL GENERAL MEETING:	79
8.5.2.4. QUORUM:	79
8.5.2.5. RESOLUTION PROCEDURE:	79
8.5.2.6. RESOLUTION RECORD:	80
8.5.3. TERMS OF GOVERNING COUNCIL:	80
8.5.3.1. POWERS OF THE GOVERNING COUNCIL:	83
8.5.3.2. RESOLUTION RECORD:	83
8.6. DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS:	83
8.6.1. TREASURER:	83
8.6.2. SECRETARY GENERAL:	84
8.6.3. PRESIDENT:	84
8.7. FUNDS AND ASSETS OF THE HEADQUARTERS:	84
8.8. ACCOUNTS AND FINANCE MANAGEMENT OF THE HEADQUARTERS:	85
9. Law:	86
10. Jurisdiction:	86
11. Association Seal:	86
12. Amendments:	87

SECTION ONE:
CONSTITUTION

ASSOCIATION OF CONSULTING CIVIL ENGINEERS (India)

CONSTITUTION

APPLICABLE
TO
HEADQUARTERS AND ALL CENTERS
OF
Association of Consulting Civil Engineers (I)

(As amended up to 12th June 2015)

This constitution of Bye-Laws, Rules and Regulations shall be followed by the Head Quarters and Centers of Association of Consulting Civil Engineers (India).

- 1. Name of the Association:** Association of Consulting Civil Engineers (India).
- 2. Registered Office:** No. 2, UVCE Alumni Association Building, K R Circle, BANGALORE – 560 001.
- 3. Purpose:**
 - 3.1. To encourage and foster the ideals of professionalism in the Civil Engineering field and to promote fellowship and ethical conduct amongst practicing Civil Engineers.
 - 3.2. To promote and enhance the common interest of the Association and to act as a liaison between members and various statutory or non-statutory authorities and members.
 - 3.3. To represent to the authorities and seek redress of the grievances of members.
 - 3.4. To interact, co-operate and work with other Associations, Institutions or bodies in India and abroad, having similar objectives and generally to take any action or actions which are incidental and conducive to further the objectives of the Association.
 - 3.5. To create Centers of the Association in other places all over the country, in accordance with the norms as specified and stipulated, and to work at different places and provide common platform to act in the interest of the profession in general and society at large.
 - 3.6. To make rules and regulations and take incidental actions to give affiliations to other like-minded Associations.
 - 3.7. To hold conferences, meetings or seminars and gatherings at Local, National or International venues; to conduct, manage, encourage or sponsor tours in the country or abroad on the subjects related to the profession or the society in general either

solely or in association with other Institutions, Associations, Societies or bodies or to participate in such Meetings, Seminars, Conferences, Gatherings, Tours, Debates, or Discussions, etc. held by other Associations, Institutions, Societies, Bodies or Authorities.

- 3.8. To promote and bring about awareness among the general members of the society about the role of Civil Engineers as a necessity in contributing to the two main attributes namely, safety and economy.
- 3.9. To ensure implementation of stringent law by the concerned Government authorities to take up Civil Engineering as a profession, only by qualified Civil Engineers.
- 3.10. To take steps to represent to the Central Government, State Governments, and other bodies, to recognize and bring an act defining a Professional Engineer.
- 3.11. To resolve disputes between members on professional matters, if requested to do so by the parties to the dispute, and take actions to fulfill the same.
- 3.12. To arrange for the publication and sale of Technical monographs on various Civil Engineering disciplines as also any other special publications like Proceedings of Seminars, Commemorative Lectures etc.,
- 3.13. To advance, create new and specialized techniques in Civil Engineering activities; to set up, Operate, promote Research and develop Laboratories, Experimental manufacturing plants, and Test houses to carry out Research and development assignments; develop, buy or acquire and license or allow the use of technical know-how, Rights, Patents, Licenses, either as Owners or as Concessionaires and collect royalty on the use of such specialized techniques, Rights, Patents, Licenses, etc.

4. Authority:

The President and/or the Secretary General of the Association is authorized to correspond with the Registrar of Societies and other Associations, Institutions, or other bodies in India and abroad as per definition in Cl.3.4.

5. Funds:

Any funds generated through activities of the Association shall be applied to the objectives mentioned in this Memorandum of Association and the same shall be used for furtherance of objectives of the Association.

The Association shall achieve these objectives through the formation of Regions, Centers, Divisions and Special Interest Groups, holding of lectures, educational and instructional programs, Discussions, Meetings and Conferences for presenting and discussing Professional papers, Publication of Journals, Periodicals and Works of Science, Technology, Literature and Art pertaining thereto, giving of Awards and Prizes to recognize Individuals and Organizations for achievements of exceptional merit and any other activities necessary, suitable and proper for the fulfillment of these objectives.

6. Territory:

The territory in which the Association’s activities are to be conducted shall primarily be the territory of the Republic of India. In order to promote International brotherhood among its members and to ensure the fulfilment of its objectives covering professionals spread over the global village, the Association may extend its activities beyond the Territory of India.

7. Regions:

7.1. East Region:

States of Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura and West Bengal constitute the Eastern Region.

7.2. North Region:

States of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Uttarkhand and Uttar Pradesh constitute the Northern Region.

7.3. South Region:

States of Andaman & Nicobar islands, Telangana, Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Pondicherry, Tamil Nadu and Telangana constitute the Southern Region.

7.4. West Region:

States of Chhattisgarh, Maharashtra, Madhya Pradesh, Rajasthan, Gujarat and Goa constitute the Western Region.

7.5. Union Territories:

Union Territories as defined by the Constitution of India, will be affiliated to the respective geographical region in which such Union Territories are situated.

NOTE: *Newer States/Union Territories as and when formed in future, will belong to the same region to which the original state (from which this new State/Union Territory is carved out of). This shall be notified by the GC and ratified in the succeeding AGM.*

8. Membership Territory:

8.1. Eligibility:

Any person or Institution/Organization subscribing to the purposes of the Association shall be eligible for membership in accordance with this Constitution and Byelaws.

8.2. Grades:

The Association shall have grades of membership. The qualifications, privileges and the requirements for admission, transfer and severance pertaining to each grade shall be as stated in the Byelaws.

8.3. Dues and fees:

The dues and fees shall be as specified in the Byelaws. Under exceptional circumstances, the payment of dues and fees may be deferred or waived in whole or in part by the Governing Council, hereinafter referred to briefly as the 'GC'.

8.4. Accounts:

Income, gains, funds and assets of the Association shall be spent only on the purposes of the Association as at Cl.5 and no part of it shall be distributed to any or all members of the Association. The Association does not exist for the purpose of profit.

9. Groups of Members:

The establishment of groups of members given below, for promoting the objectives and interests of the Association, the operating rules and the termination of their existence shall be as provided in the Byelaws.

9.1. Regions:

The geographical areas in the territory of ACCE (I) shall be grouped into Regions as given in the Byelaws. The Voting Members of each Region shall elect a Regional Vice-President, as specified in the Byelaws. However, if a Region has less than 100 voters, no Regional Vice-President will be elected for this Region; instead the President shall take up this role personally, unless otherwise the Governing Council nominates a Vice President for the Region, keeping in view the need for growth of the Association in that Region.

9.2. Divisions and Special Interest Groups (SIG):

The technical areas and interests covered by ACCE (I) shall be grouped into Divisions.

Division:

A Division is a domain of General speciality under the branch of Civil Engineering. *For example – Geotechnical Division shall be General Speciality Division, under which all other areas of interest of Super Specialization, pertaining to Geotechnical Engineering shall be grouped.*

Special Interest Group (SIG):

A Special Interest Group (SIG) is a sub-unit of Division described earlier, formed by members of the Association, with due approval from the Governing Council and the General Body, with the desire to pursue significant long term activity in an emerging area or a speciality of ACCE (I) interests. Association may have as many SIG Units as decided by the Governing Council.

9.3. Centres:

In the Regions there shall be established Centres comprising of groups of members residing in specified geographical areas. The Voting Members of Centres shall elect Chairman, Secretary, Treasurer and Managing Committee Members, as specified in the Byelaws.

9.4. Division and SIG units:

In the Centres there shall be established Division and SIG Units, hereinafter referred in brief as Units, consisting of the Centre members who are members of a particular Division, except where explicitly provided otherwise in the Byelaws.

9.5. Student Centers:

In the Region there shall be established Student Centers comprising of groups of Student Members and others residing in specified geographical areas, as specified in the Byelaws.

9.6. Dissolution:

In the event any of the above groups are dissolved, all Assets and Funds held by them shall become the property of the Association, by transferring the same to the Headquarters account.

10. Management:

The main bodies of the Association shall be the following:

- 10.1. General Body
- 10.2. The Governing Council at Headquarters.
- 10.3. The Managing Committee at Centers.
- 10.4. The Executive Committee.
- 10.5. The Corporate Officers, also referred to as the “Office Bearers”, and
- 10.6. The Think Tank

The General Body, the Governing Council, the Managing Committee and the Executive Committee may designate or appoint Committees for Sub-Committees under them and confer such powers that normally come under their competence, as they deem necessary to fulfil the functions assigned to them.

10.1. General Body (Headquarters):

10.1.1. Composition and Voting Rights:

The General Body of the Association shall consist of all Voting Members, as defined in the Byelaws, who shall have one vote each.

10.1.2. Authority:

The General Body shall be the supreme authority of the Association. It shall legislate, guide and direct the Association in all its activities. In particular, but not restricted to

- a. Receive, review and accept the annual report and the audited accounts and shall appoint the auditor
- b. Ratify the establishment and termination of Individual Member and/or Group/s of Members.

- c. Elect members to the offices, as specified in the Byelaws
- d. Decide the venue/s of all the Annual Conventions along with the name the Chairman of the Organizing Committee and the Program Committee of the Annual Convention/s hereinafter referred to as OC and PC
- e. Name the inheriting body with similar purposes as ACCE (I) in the event of the winding up of the Association.

10.1.3. Quorum and Majority:

- a. Fifteen percent of Eligible voters or one hundred of the total Voting Members, as recorded in the official ACCE (I) membership records at the end of the previous year, whichever is less, shall constitute a quorum. However when the meeting is called to order at the stipulated time, and if number of members present do not fulfill the requirement of the quorum, the Chairman of the meeting shall adjourn the meeting by half an hour. After the lapse of the adjourned time, whatever be the number of present for the meeting, it shall constitute the quorum for the proposed meeting.
- b. Decisions of the General Body shall be taken by a simple majority of those voting unless otherwise provided in the Constitution and Byelaws.

10.1.4. Meetings:

- a. The General Body of the Association shall ordinarily meet once in the fiscal year, briefly referred to as the 'Year', normally at the Annual Convention this Meeting being referred to briefly as the 'AGM'.
- b. There shall be a minimum of Twenty-one days' notice for the General Body Meeting of the Association. The notice shall include the agenda, venue and time.
- c. The General Body may, however, may be convened at any time, by the President at the request of one-third Members of the Governing Council or one-third of the total eligible voters of the Association. Notice of such meeting shall be dispatched within ten days of receipt of such valid request, and the meeting convened and held within forty days of receipt of such valid request. This meeting shall be called as the Extra Ordinary General Body Meeting.

10.2. General Body (Centers):

10.2.1. Composition and Voting Rights:

The General Body of the Association at a Center shall consist of all eligible Voting Members affiliated to the Center, as defined in the Byelaws, who shall have one vote each.

10.2.2. Authority:

The General Body shall be the supreme authority of the Association at the Center. It shall legislate, guide and direct the Center in all its activities. In particular, but not restricted to

- a. Receive, review and accept the annual report and the audited accounts and shall appoint the auditor
- b. Recommend the establishment and termination of Individual Member and/or Group/s of Members to the Headquarters General Body after ratification at the Governing Council.
- c. Elect members to the offices, as specified in the Byelaws

- d. Decide the venue/s of all the Annual Conventions along with the name the Chairman of the Organizing Committee and the Program Committee of the Annual Convention/s hereinafter referred to as OC and PC

10.2.3. Quorum and Majority:

- c. Fifteen percent of Eligible voters or one hundred of the total eligible Voting Members affiliated to the Center, as recorded in the official ACCE (I) membership records at the end of the previous year, whichever is less, shall constitute a quorum. However when the meeting is called to order at the stipulated time, and if number of members present do not fulfill the requirement of the quorum, the Chairman of the meeting shall adjourn the meeting by half an hour. After the lapse of the adjourned time, whatever be the number of present for the meeting, it shall constitute the quorum for the proposed meeting.
- d. Decisions of the General Body shall be taken by a simple majority of those voting unless otherwise provided in the Constitution and Byelaws.

10.2.4. Meetings:

- d. The General Body of the Association shall ordinarily meet once in the fiscal year, briefly referred to as the 'Year', normally at the Annual Convention this Meeting being referred to briefly as the 'AGM'.
- e. There shall be a minimum of Twenty-one days' notice for the General Body Meeting of the Association. The notice shall include the agenda, venue and time.
- f. The General Body may, however, may be convened at any time, by the President at the request of one-third Members of the Managing Committee or one-third of the total eligible voters of the Association. Notice of such meeting shall be dispatched within ten days of receipt of such valid request, and the meeting convened and held within forty days of receipt of such valid request. This meeting shall be called as the Extra Ordinary General Body Meeting.

10.3. Governing Council at Headquarters:

10.3.1. Composition:

The Governing Council shall be composed of the Office Bearers of Headquarters – namely the President, Secretary General, Vice Presidents and Treasurer. Chairmen of all Centers, elected as specified in the Byelaws will also be a part of the Governing Council, but are not to be considered as Office Bearers of the Headquarters. The Immediate Past President shall be ex-officio and voting member of the Council, but are not to be considered as Office Bearers. In addition there shall be Co-opted Members on the Governing Council as per bye-laws, who are also eligible to vote on all resolutions taken up for consideration.

10.3.2. Authority:

The Governing Council shall administer the Association through the preparation and maintenance of various operational manuals and make all decisions except those specially reserved for the General Body and shall advise the General Body on all matters coming up for decision.

10.3.3. Quorum and Majority:

The Governing Council shall be able to conduct business if at least one third of its members are present for any meeting convened, which shall be termed as the “GC Meeting”. Decisions of the Governing Council shall be taken by a simple majority of the members present.

10.3.4. Meetings:

The Governing Council shall meet every calendar Quarter, and compulsorily at the Annual Convention, prior to the ‘AGM’. It may however be convened at any time by the President, when he/she deems it necessary. It shall also be convened upon the request of a more than one-third of the members on the Governing Council. Notice of such meeting shall be dispatched within ten days of receipt of such valid request, and the meeting convened and held within forty days of receipt of such valid request. This meeting shall be called as the Extra Ordinary Governing Council Meeting.

10.4. Managing Committee at Centers:

10.4.1. Composition:

The Managing Committee shall be composed of the Office Bearers of Center, Vice-President of the Region, Managing Committee members, elected as specified in the Byelaws. The Immediate Past Chairman, shall be ex-officio and voting member of the Managing Committee. In addition there shall be co-opted members on the Managing Committee as per bye-laws.

10.4.2. Authority:

The Managing Committee shall administer the Center through the preparation and maintenance of various operational manuals and make all decisions except those specially reserved for the General Body of the Center and shall advise the General Body of the Center on all matters coming up for decision.

10.4.3. Quorum and Majority:

The Managing Committee shall be able to conduct business if at least one third of its members are present. Decisions of the Managing Committee shall be taken by a simple majority of the members present.

10.4.4. Meetings:

The Managing Committee shall meet every month, and compulsorily at the Annual Convention, prior to the ‘AGM’. It may however be convened at any time by the Chairman, when he/she deems it necessary. It shall also be convened upon the request of a more than one-third of the members on the Managing Committee. Notice of such meeting shall be dispatched within ten days of receipt of such valid request, and the meeting convened and held within forty days of receipt of such valid request. This meeting shall be called as the Extra Ordinary Managing Committee Meeting.

10.5. Executive Committee:

10.5.1. Composition:

The EC shall be composed of the Office Bearers of the Headquarters and Vice Presidents. Every member of the EC shall continue to hold office and discharge the duties until a successor takes his place after the Elections are held in the year of elections.

10.5.2. Authority:

The EC as a whole or through the officers, shall conduct the day-to-day operations of the Association. The EC shall approve a scheduled bank to deposit the funds received by the Association not inconsistent with the decisions of the GC and the AGM. The EC shall also designate the Officer(s) authorized to execute withdrawals thereon not inconsistent with the decisions of the GC and the AGM. The interpretation of this Constitution and Byelaws does not rests with the EC.

10.5.3. Quorum and Majority:

The EC shall be able to conduct business if at least one-third of the members of the EC are present. Decisions of the EC shall be taken by a simple majority of the members present.

10.5.4. Meetings:

The EC shall meet regularly during the year on dates and places decided by it. It shall also be convened, within ten days, upon the request of more than one-third of the Members of the EC.

10.5.5. Nominated Members:

To ensure that EC has representation from all areas of technology and all sections of Association, the President in consultation with the Secretary General, will nominate up to two EC members for a one-year term. These nominees could be re-appointed for another one-year term. However, these nominated members would not have voting rights.

All EC Members will communicate plans for their respective areas to the EC and publish on the ACCE (I) website / ACCE (I) Communications, on regular basis during the year.

10.6. Office Bearers:**10.6.1. Composition:**

The Office bearers of the ACCE (I) shall be the President, the Vice Presidents, Secretary General, and the Treasurer (HQ). The Secretary General will act as Secretary of Governing Council.

10.6.2. Authority

The Office Bearers shall perform these functions:

- a. The President shall be the principal officer responsible in taking further the

Objectives of the Association in a manner befitting the status of the Association and shall preside that the meetings of the General Body, the Governing Council, the EC and the meetings of any other bodies as specified in the Byelaws. The President shall have no vote to move any resolution. However if the votes cast are equally divided on any resolution, then the President shall exercise the deciding vote. The President may visit groups of members and promote the objectives of ACCE (I).

- b. The Vice-President in their respective Region, shall assist the President in carrying out the organizational duties and in the absence or incapacity of the President assume the duties of the President.
- c. The Secretary shall maintain the records of activities, membership and any other aspects of the Association as required by the law. The Secretary shall be responsible for the arrangements of all meetings of the General Body, the Council and the EC and such other specified in the Byelaws.
- d. The Treasurer shall conduct the fiscal affairs of the Association and maintain records thereof.
- e. In the event of the absence or incapacity of both the President and the Vice-President, the EC shall elect from amongst themselves an interim President for the period not longer than the unexpired term of the President. The Interim President shall perform all the duties of the President and Vice-President during the period.

10.7. The Think Tank:

10.7.1. Composition:

The ACCE (I) Think Tank consists of all the Past Presidents, EC members, and special invitees by the President.

10.7.2. Authority

The ACCE (I) Think Tank is an advisory forum, which shall meet at least once every year prior to the AGM and on any other date as decided and fixed by the Executive Council.

11. Recall:

Any elected member of the Association may be recalled by a vote of the membership. A two-thirds vote of the Governing Council or a petition to the Governing Council by three percent of the total membership of the constituency that elected the member to the Governing Council shall cause a special ballot to be directed and scheduled by the Governing Council. A two-thirds majority of the votes cast, provided at least one-third of the membership has cast the ballots, shall be required for the immediate removal of the member from the Governing Council. The procedure for the declaration of the result shall be the same as for the elections.

12. Vacancies:

The existence of a vacancy in the Governing Council shall be determined by the Governing Council which shall fill such a vacancy for a period not exceeding the unexpired term of that office.

13. Dissolution:

- a. The Association shall not be dissolved unless three fourths of the Voting Members, as per the official records of the ACCE (I) at the end of the previous year at a special ballot held for that purpose, vote for its dissolution.
- b. The Association shall be dissolved voluntarily, whenever a Special Resolution in that behalf is passed by an Extra Ordinary General Body Meeting convened specifically for that purpose.
- c. Amalgamation/dissolution of the Association shall be as per the relevant Sections of the Karnataka Societies Registration Act in force.
- d. The assets shall be inherited by a body having similar objects as those of ACCE (I) duly decided by the General Body.
- e. Upon amalgamation/dissolution of the Association the assets and monies remaining with the Association, after the satisfaction of its Debts and Liabilities, shall not be paid or distributed among the members of the Association but shall be given or transferred to Institution(s) with similar Aims and Objectives which Institution(s) shall be determined by the majority of votes cast by members present in person or by valid proxy during Extra Ordinary General Body Meeting, or in default thereof by the Competent court of Original Jurisdiction, Bangalore District, Bangalore.

14. ASSOCIATION SEAL:

- a. The Governing Council shall forthwith provide a common Seal of the Association for use by the Association and shall have power from time to time to destroy the same and substitute a new seal in lieu thereof. The GC shall provide for the safe custody of the seal with the Secretary General and it shall not be used except by the written authority of the GC and in the presence of the President and/or Vice-President of the Association.
- b. Deeds, Bonds and other legal documents and contracts under Seal made on behalf of the Association and signed by the President and Vice President and countersigned by the Secretary General or the person acting as Secretary General, shall be deemed to be duly executed and legally binding on the Association.

15. Law:

Anything not provided for in this Constitution and Byelaws shall be in accordance with Indian Law on the subject.

16. Jurisdiction:

Any legal petition concerning the Association and its business shall be filed only in courts having jurisdiction over Bangalore where the Headquarters at present is situated. For filing any such petition prior sanction of the Governing Council shall have to be obtained.

17. Nominations and Elections:

- 17.1.** The Returning Officer, appointed in accordance with the Byelaws shall submit to the Members a list of nominees for such offices as may be specified in the Byelaws, to be

elected by Voting Members or groups of them. The Returning Officer shall submit, along with this list, the bio-data and the statement of each nominee on how the nominee intends to serve the Association.

17.2. The Returning Officer shall submit to all Voting Members the names, bio-data and statements of all the nominees for election in accordance with the Byelaws.

17.3. Elections:

The Returning Officer shall supervise the conduct of the Elections, the counting of the ballots and communicate the results to the Governing Council and the AGM for declaring the results, acting within the framework of the set of Rules and Regulations as given in the Byelaws.

18. Questions of Importance:

18.1. Questions of Importance briefly referred to as Questions may include any question relating to the policies or public position of the Association, affiliation with other Societies or holding of business meetings.

18.2. The Council or petition by one hundred Voting Members, indicating clearly the lead petitioner for correspondence, can raise a Question.

18.3. The communication of the Question to the Voting Members through a publication that is distributed to the entire membership, or by a notice mailed separately, if urgency so requires asking them specifically for their views within thirty days of the mailing and their presentation to the Council for inspection is considered adequate.

18.4. For a Question to be submitted specifically for the purpose of taking a vote on the Question, One thirds of the Governing Council or petition by one-third of the total eligible Voting Members shall be necessary. The schedule of balloting and declaration of result shall follow thereafter the schedule for the election. If urgency so requires, the GC may direct a special ballot to be held to decide on Questions of Importance, independently of the schedule for the annual elections.

18.5. The vote of a majority of the members balloting, provided the total number of ballots cast is in favor of a resolution is not less than seventy per cent of the eligible votes cast during the motion of the resolution, shall be binding.

19. Amendments:

19.1. No proposal for change of Bye-Laws, Rules and Regulations shall be deliberated at any meeting of the Governing Council/Annual General body Meeting, unless the proposed changes/alteration has been circulated to all the Members for opinion and unless due notice of it has been given in the agenda of the meeting of the Governing Council/Annual General body Meeting.

19.2. Any amendment to the Bye-Laws, Rules and Regulations will be valid only when approved by three-fourth majority of the members present and voting at the Annual General body Meeting or Extra Ordinary General body Meeting of the Association and shall come into effect immediately after it is passed, unless otherwise specified for reasons, based on the conditions considered, deliberated and imposed during the

Annual General body Meeting, or Extra Ordinary General body Meeting of the Association.

- 19.3.** Any change with regard to the Bye-Laws, Rules and Regulations shall be informed to the Registrar of Societies for approval. No resolution for amendment to the Bye-Laws, Rules and Regulations be forwarded to the Registrar of Societies unless approved at the Annual General body Meeting or Extra Ordinary General body Meeting of the Association. Any resolution or amendment to the Bye-Laws, Rules and Regulations having special reference to any of the Centre/s, may be forwarded by the Head Quarters to the concerned Centre/s only with the prior approval of the Annual General body.
- 19.4.** Whenever there is a dispute in interpretation of Articles and Bye-laws of this constitution, the decision of the Governing Council and the Annual General Body shall be final and binding on all the Members and Centers.
- 19.5.** Whenever there is a dispute in interpretation of Articles and Bye-laws of this constitution with regard to Elections, after the Election process has been set in motion, the decision of the Returning Officer shall be final and binding on all the Members and Centers.
- 19.6.** After the notification of the Elections in an election year, the then set of current Office bearers, shall not interfere in the electoral process and shall position themselves neutral.
- 19.7.** Amendments shall take effect thirty days after adoption. However, the status of a member of the EC already in office, shall not be effected by an amendment. The member shall continue to serve in that capacity till the term of office expires.

SECTION TWO:

**MEMORANDUM
OF
ASSOCIATION**

ASSOCIATION OF CONSULTING CIVIL ENGINEERS (India)

MEMORANDUM OF ASSOCIATION

1. **Name of the Association:** Association of Consulting Civil Engineers (India).
2. **Registered Office:** The Secretary General
No. 2, UVCE Alumni Association Building, K R Circle,
BANGALORE – 560 001.
3. **Aims and Objectives of the Association:**
 - 3.1. To encourage and foster the ideals of professionalism in the Civil Engineering field and to promote fellowship and ethical conduct amongst practicing Civil Engineers.
 - 3.2. To promote and enhance the common interest of the Association and to act as a liaison between members and various statutory or non-statutory authorities and members.
 - 3.3. To represent to the authorities and seek redress of the grievances of members.
 - 3.4. To interact, co-operate and work with other Associations, Institutions or bodies in India and abroad, having similar objectives and generally to take any action or actions which are incidental and conducive to further the objectives of the Association.
 - 3.5. To create Centers of the Association in other places all over the country, in accordance with the norms as specified and stipulated, and to work at different places and provide common platform to act in the interest of the profession in general and Association at large.
 - 3.6. To make rules and regulations and take incidental actions to give affiliations to other like-minded Associations.
 - 3.7. To hold conferences, meetings or seminars and gatherings at Local, National or International venues; to conduct, manage, encourage or sponsor tours in the country or abroad on the subjects related to the profession or the Association in general either solely or in association with other Institutions, Associations, Societies or bodies or to participate in such Meetings, Seminars, Conferences, Gatherings, Tours, Debates, or Discussions, etc. held by other Associations, Institutions, Societies, Bodies or Authorities.
 - 3.8. To promote and bring about awareness among the general members of the society about the role of Civil Engineers as a necessity in contributing to the two main attributes namely, safety and economy.
 - 3.9. To ensure implementation of stringent law by the concerned Government authorities to ban unqualified Civil Engineers taking up Civil Engineering as their profession.

- 3.10. To take steps to represent to the Central Government, State Governments, and other bodies, to recognize and bring an act defining a Professional Civil Engineer.
- 3.11. To resolve disputes between members on professional matters, if requested to do so by the parties to the dispute, and take actions to fulfill the same.
- 3.12. To arrange for the publication and sale of Technical monographs on various Civil Engineering disciplines as also any other special publications like Proceedings of Seminars, Commemorative Lectures etc.,
- 3.13. To advance, create new and specialized techniques in Civil Engineering activities; to set up, Operate, promote Research and develop Laboratories, Experimental manufacturing plants, and Test houses to carry out Research and development assignments; develop, buy or acquire and license or allow the use of technical know-how, Rights, Patents, Licenses, either as Owners or as Concessionaires and collect royalty on the use of such specialized techniques, Rights, Patents, Licenses, etc.

4. Authority:

The Secretary General of the Association is authorized to correspond with the Registrar of Societies and other bodies.

5. Funds:

Any funds generated through activities of the Association shall be applied to the objectives mentioned in this Memorandum of Association and the same shall be used for furtherance of objectives of the Association.

SECTION THREE:

BYE LAWS

RULES AND REGULATIONS

ASSOCIATION OF CONSULTING CIVIL ENGINEERS (India)

BYE-LAWS, RULES AND REGULATIONS

APPLICABLE
TO
HEADQUARTERS AND ALL CENTERS
OF
Association of Consulting Civil Engineers (I)

(As amended up to 12th June 2015)

- 1. Name of the Association:** Association of Consulting Civil Engineers (India).
- 2. Registered Office:** No. 2, UVCE Alumni Association Building, K R Circle, BANGALORE – 560 001.
- 3. Definitions:**
In this Memorandum, Bye-Laws and Rules and Regulations, unless the context otherwise requires, the following definitions shall apply:

Sl. No.	FULL FORM	ABBREVIATION	INTERPRETATION
3.1	Association	ACCE(I)	Association of Consulting Civil Engineers (India) with all its Centers.
3.2	Headquarters	HQ	Headquarters of ACCE(I)
3	Center/s	-	Any Center of the Association established by the Association in accordance with the Bye-Laws
4	Governing Council	GC	Governing Council of ACCE (I) at Headquarters
5	Managing Committee	MC	Managing Committee of the Center/s of ACCE(I)
6	Annual General Body Meeting	AGM	Annual General Body Meeting of the HQ or Center/s of ACCE(I) as applicable
7	Extra Ordinary General Body Meeting	EOGM	Extra Ordinary General Body Meeting of the HQ or Center/s of ACCE(I) as applicable
8	Returning Officer	RO	Returning Officer duly appointed for conducting Elections.
9	Year	-	Calendar year starting from 1 st April of the current year ending on 31 st March of the succeeding year.
10			
11			
12			
13			
14			

4. Membership of the Association:

Any Indian Citizen who is a qualified Civil Engineer and holds a Diploma or Degree in Civil Engineering, which has been recognized by all Statutory bodies of the Government/s of the

Country, as per law prevalent at the time of admission, and is engaged in Civil engineering as a Profession, that deals with the design, construction, and maintenance of the physical and built environment, including works like roads, bridges, canals, dams, and buildings, fulfilling the additional defining clauses listed under Categories of Membership – Cl: 4.3 and its sub-clauses, are eligible to become Members of the Association.

It shall, in its fold, include various sub-disciplines, such as (but not limited to):

1. Architectural Engineering
2. Building Materials and Construction Equipment
3. Building Engineering
4. Building Construction
5. Building Services
6. Coastal Engineering
7. Computer Applications in Civil Engineering
8. Construction Technology
9. Control Engineering
10. Demolition Technology
11. Environmental Engineering
12. Earthquake Engineering
13. Forensic Engineering
14. Geotechnical Engineering
15. Hydrology and Hydraulic Engineering
16. Inter disciplinary subjects pertaining to Civil Engineering in General
17. Irrigation Engineering
18. Material Science and Engineering
19. Marine Structures and offshore Engineering
20. Municipal and Urban Engineering
21. Pre-engineered and Pre-cast structures
22. Project Management
23. Quality Assurance
24. Quality Auditing
25. Quantity Surveying
26. Rehabilitation Engineering
27. Retrofitting
28. Structural Engineering
29. Surveying and Remote Sensing
30. Town Planning
31. Transportation Engineering
32. Value Engineering
33. Valuation
34. Water Resources Engineering

4.1. Code of ethics for ACCE (I) Members (all categories):

- 4.1.1. A Code of Ethics for the members will be prepared by the GC and promulgated after approval by balloting, by the Voting Members in accordance with the procedure as laid down in Cl: 7.5.
- 4.1.2. All members will be required to give an undertaking to the effect that they would abide by the ACCE (I) Code of Ethics. The Code of Ethics will also specify the procedure for the action to be taken against concerned members for any breach of this Code.
- 4.1.3. Following is the Code of Ethics prepared by the GC and adopted after approval by balloting by the Voting Members of ACCE (I).

- 4.1.4. A member of the Association of Consulting Civil Engineers (India) – ACCE (I) shall:
- A. Organize the resources available to them and optimize these in attaining the objectives of his organization.
 - B. Not misuse their authority or office for personal gains.
 - C. Comply with the Indian laws relating to the management of his organization and operate within the spirit of these laws.
 - D. Conduct their affairs so as to uphold, project and further the image and reputation of the ACCE (I).
 - E. Maintain integrity in research and publications.
 - F. Shall maintain Professional integrity.
 - G. Shall not involve in any kind of unethical propaganda in respect of Co-Professional/s.
- 4.1.5. As regards their Organization, ACCE (I) member should:
- A. Act with integrity in carrying out the lawful policy and instructions of their organization and uphold its image and reputation.
 - B. Plan, establish and review objectives and tasks for themselves and their subordinates which are compatible with the Codes of Practice of other professionals in the enterprise, and direct all available effort towards the success of the enterprise rather than of themselves.
 - C. Fully respect the confidentiality of information which comes to them in the course of their duties, and not use confidential information for personal gain or in a manner which may be detrimental to their organization or their clients.
 - D. Not snoop around in other people's personal/professional/official acts.
 - E. In their contacts and dealings with other people, demonstrate their personal integrity and humanity and when called to give an opinion in their professional capacity, shall, to the best of their ability, give an opinion that is objective and reliable.
- 4.1.6. As regards the EMPLOYEES, ACCE (I) member should:
- A. Set an example to their subordinates through their own work and performance, through their leadership and by taking account of the needs and problems of their subordinates.
 - B. Develop people under them to become qualified for higher duties.
 - C. Pay proper regard to the safety and well-being of the personnel for whom they are responsible.
 - D. Share their experience with fellow professionals.
- 4.1.7. As regards the Clients, ACCE (I) member should:
- A. Ensure that the terms of all contracts and terms of business be stated clearly and unambiguously.
 - B. Not use the resources and information available to harm other people or to bear false witness.
 - C. Be objective and impartial when giving independent advice.
- 4.1.8. As regards the COMMUNITY, ACCE (I) member should:

- A. Make the most effective use of all natural resources employed.
- B. Be ready to give professional assistance in community affairs.
- C. Not appropriate other people’s intellectual output.
- D. Always use the resources available in ways that ensure consideration and respect for fellow humans.

4.2. Categories of Membership:

Sl. No:	Subscription status	Membership Category	Abbreviation
1	Annual subscription	Student Member	SM
2		Associate Member	AM
3		Member	M
4	One time subscription	Life Member	L
5		Fellow Member	F
6		Organizational Member	OM
7	No subscription	Honorary Fellow Member	HF

4.3. Eligibility criteria for Membership of Association:

4.3.1. STUDENT MEMBERSHIP:

Any student under Civil/Transportation/Environmental Engineering/Construction Technology branches, who fulfills the following criteria, is eligible for Student membership of the Association.

- A. Who has enrolled in a college of Engineering approved by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State, and has completed at least one year of degree course in the specializations listed above.

OR

Who is studying in the final year of Diploma course in Civil Engineering.

OR

Who is pursuing Post Graduate or higher degree course in Engineering, including other pertinent branches which enhances the value of Civil Engineering branches listed above under title: **Membership of the Association.**

In addition to the above, students seeking membership to the Association shall have to:

- B. Submit a study certificate, issued by the Head of the Institution where he/ she is studying, at the beginning of each Academic year.
- C. Agree to abide by the Rules and Regulations of the Association in force, and agree to further the Objectives of the Association to the best of one’s ability.
- D. Submit a signed copy of the prevalent “Code of Ethics” at the time of admission and thereafter as and when modified during the tenure of the Membership.

Students, whose Membership application has been approved by the GC and has paid the requisite fees as applicable upon admission, and is not in arrears of annual subscription to the Association on the date of reckoning, are to be considered as Student Members of the Association.

4.3.2. **ASSOCIATE MEMBER:**

Any Practicing Civil Engineer with Civil/Transportation/Environmental Engineering/Construction Technology Diploma/Bachelor's degree who fulfills the following criteria, is eligible for Associate membership of the Association.

- A. Having a basic Bachelor's Degree in Civil/Transportation/Environmental Engineering/Construction Technology or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of one year of Professional Experience in the field of Civil/Transportation/Environmental Engineering/ Construction Technology, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- B. Having a Diploma in Civil Engineering or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of three years of Professional Experience in the field of Civil Engineering, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- C. Who was earlier a Student Member of the Association as per Cl: 4.3.1 and subsequently having obtained a Diploma/Graduate/ Post-graduate degree from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State.

In addition to the above, applicants seeking membership to the Association shall have to:

- D. Agree to abide by the Rules and Regulations of the Association in force and agree to further the objects of the Association to the best of one's ability.
- E. Submit a signed copy of the prevalent "Code of Ethics" at the time of admission and thereafter as and when modified during the tenure of the Membership.

Members whose Associate Membership application has been approved by the GC and has paid the requisite fees as applicable upon admission and are not in arrears of annual

subscription to the Association on the date of reckoning are to be considered as Associate Members of the Association.

4.3.3. **MEMBER:**

Any Practicing Civil Engineer with, Civil/Transportation/Environmental Engineering/Construction Technology Diploma/Bachelor's degree, who fulfills the following criteria, is eligible for Membership of the Association.

- A. Having a basic Bachelor's Degree in Civil/Transportation/Environmental Engineering/Construction Technology or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of five years of Professional Experience in the field of Civil/Transportation/Environmental Engineering/Construction Technology, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- B. Having a Diploma in Civil Engineering or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of ten years of Professional Experience in the field of Civil Engineering, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- C. Those who have already been admitted as Members earlier than the adoption of these revised Bye Laws,

In addition to the above, applicants seeking membership to the Association shall have to:

- D. Agree to abide by the Rules and Regulations of the Association in force and agree to further the objects of the Association to the best of one's ability.
- E. Submit a signed copy of the prevalent "Code of Ethics" at the time of admission and thereafter as and when modified during the tenure of the Membership.

Members whose Membership application has been approved by the GC and has paid the requisite fees as applicable upon admission and are not in arrears of annual subscription to the Association on the date of reckoning are to be considered as Members of the Association.

4.3.4. **LIFE MEMBER:**

Any Practicing Civil Engineer with, Civil/Transportation/Environmental Engineering/Construction Technology Diploma/Bachelor's degree, who fulfills the following criteria, is eligible for Life membership of the Association.

- A. Having a basic Bachelor's Degree in Civil/Transportation/Environmental Engineering/Construction Technology or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of ten years of Professional Experience in the field of Civil/Transportation/Environmental Engineering/Construction Technology, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- B. Having a Diploma in Civil Engineering or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of fifteen years of Professional Experience in the field of Civil Engineering, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- C. Those who have already been admitted as Life Members earlier than the adoption of these revised Bye Laws.

In addition to the above, applicants seeking membership to the Association shall have to:

- D. Agree to abide by the Rules and Regulations of the Association in force and agree to further the objects of the Association to the best of one's ability.
- E. Submit a signed copy of the prevalent "Code of Ethics" at the time of admission and thereafter as and when modified during the tenure of the Membership.

Members whose Membership application has been approved by the GC and has paid the requisite fees as applicable upon admission and are not in arrears of any subscription demand to the Association on the date of reckoning are to be considered as Life Members of the Association.

4.3.5. **FELLOW MEMBER:**

Any Practicing Civil Engineer with Civil/Transportation/Environmental Engineering/Construction Technology Diploma/Bachelor's degree who fulfills the following criteria, is eligible for Fellow membership of the Association.

- A. Having a basic Bachelor’s Degree in Civil/Transportation/Environmental Engineering/Construction Technology or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of fifteen years of Professional Experience in the field of Civil/Transportation/Environmental Engineering/Construction Technology, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- B. Having a Diploma in Civil Engineering or equivalent from a University/Institution/Board, recognized by AICTE and/or an equivalent authority, as per an Act of Government of India and/or State,

AND

Having a minimum of twenty years of Professional Experience in the field of Civil Engineering, by working for Government/Public/Semi-Public/NGO/Autonomous/Private Organization or practicing privately, and being able to provide proof of employment/practice,

OR

- C. Those who have already been admitted as Fellow Members earlier than the adoption of these revised Bye Laws.

In addition to the above, applicants seeking membership to the Association shall have to:

- D. Agree to abide by the Rules and Regulations of the Association in force and agree to further the objects of the Association to the best of one’s ability.
- E. Submit a signed copy of the prevalent “Code of Ethics” at the time of admission and thereafter as and when modified during the tenure of the Membership.

Members whose Membership application has been approved by the GC and has paid the requisite fees as applicable upon admission and are not in arrears of any subscription to the Association on the date of reckoning are to be considered as Fellow Members of the Association.

4.3.6. HONORARY FELLOW MEMBER:

The following criteria, is to be followed for conferring Honorary Fellow membership of the Association, on eminent Civil Engineering Practitioners.

- A. As and when it deems fit the Governing Council at its discretion may admit by nomination, an Honorary Fellow Member, who is a qualified Practicing Civil Engineer of repute, with at least 25 years of professional practice, having a basic Diploma or Bachelor’s Degree or equivalent in Civil/Transportation/Environmental Engineering or Construction Technology from a University/Institution/Board, recognized by AICTE and/or an equivalent

authority, as per an Act of Government of India and/or State.

AND

- B. Nomination for an Honorary Fellow Member shall be proposed by not less than five Fellow members of the association.
- C. There shall be no membership fee for the Honorary Fellow Member/s so nominated.
- D. Those who are already admitted as members earlier than the adoption of these Bye Laws, shall continue to be Honorary Fellow Members of the Association.

4.3.7. ORGANISATION MEMBER:

Any Firm/Organization/Institutions, interested in the objects of the Association from among the following may be admitted as Organization member:

- A. Organizations offering Consultancy services in various disciplines of Civil Engineering.
- B. Organizations involved in publication of Books, Journals, Proceedings, Monographs, etc. in various disciplines pertaining to Civil Engineering.
- C. Institutions imparting education in the branch of Civil Engineering at all levels.
- D. Organizations involved in Civil Engineering Construction and Management.
- E. Government, Public, Semi-Public, NGO's Autonomous and Private Organizations engaged in activities pertaining to the art of Civil Engineering
- F. Organizations/Institutions, which, in the opinion of the GC will further the objectives of the Association and be of relevance to the needs of the Society and the Profession of Civil Engineering.
- G. Organizations/Institutions who are members of the Association, shall have the privilege to nominate three of their full time employees to be members of the Association as their representatives.
- H. Nominated member/s of an Institution/Organization shall cease to be a member of the ACCE(I) on severance of their employment with the Institution/Organization, or if the membership of the Institution/Organization is terminated.

In addition to the above, Organizations/Institutions seeking membership to the Association shall have to:

- I. Agree to abide by the Rules and Regulations of the Association in force and agree to further the objects of the Association to the best of one's ability.
- J. Submit a signed copy of the prevalent "Code of Ethics" at the time of admission and thereafter as and when modified during the tenure of the Membership.

Organizations/Institutions whose Membership application has been approved by the GC and have paid the requisite fees as applicable upon admission and are not in arrears of any subscription to the Association on the date of reckoning are to be considered as Organizational Members of the Association.

4.4. Special Cases:

The Governing Council of the ACCE(I) may, in special cases, take into account the particular experience of a person in a relevant field and modify or waive the requirement of the time factor or references for admission or transfer to one grade higher than the grade for which the applicant would have been eligible in the normal course.

4.5. Up gradation and/or Transfer of membership:

Applications for admission or transfer from one Center to another or from one grade to another, or both, shall be made on the forms available for this purpose from the Office of the ACCE (I) and upon paying the specified Membership fees.

4.6. Validation:

The persons named as references shall certify the correctness of the statements made in the application, from personal knowledge or on examination of evidence produced by the candidates. In addition they shall mail direct to the Office of the ACCE (I) reports, in confidence, on forms supplied to them by the applicant.

4.7. Reapplication:

A candidate whose application for Admission as a new member or for Up gradation of Membership status or for transfer from one Center to another Center, has been put on hold or has been rejected for any specific reason attributable for such action, may reapply after the expiry of one year from the date of rejection.

4.8. Discounted Membership Fee:

If the applicant is over 65 years of age, and upon their seeking admission for membership of the Association under the Fellow Category, GC may consider a discounted membership fee for applicants eligible under this category, as a special gesture.

However this is not applicable for up gradation of status of Membership of an existing Member of the Association.

4.9. REGISTER OF MEMBERS:

4.9.1. Headquarters and Centers shall compulsorily maintain a separate register of members for all categories of membership of the Association incorporating:

- i. Membership Number,
- ii. Date of Admission,
- iii. Name,
- iv. Qualification,
- v. Landline Telephone number,
- vi. Mobile Telephone number,
- vii. E-mail id,
- viii. Address for correspondence,

- ix. Permanent Address,
- x. Passport size Photograph both digital and hard format.
- xi. Subscription receipt number,
- xii. Updated status of membership in case of annual subscription,
- xiii. Office bearer posts held - term and designation,
- xiv. Any special recognition, awards or achievements conferred,
- xv. Record of any special contribution to the growth of the Association,
- xvi. Up gradation of membership – Date and Category to which upgraded,
- xvii. Details of participation in events conducted by the Association, etc.,
- xviii. Nature, designation and place of work,
- xix. Domain expertise,
- xx. Details of membership of other Professional bodies.

4.9.2. The Association shall maintain the roll of membership for different annual subscription based membership subcategories, and also prepare the list of members, whose membership subscription is fully paid and current, to participate in the General Body Meeting of the Association and Elections as and when conducted as per norms.

4.9.3. These registers shall be updated regularly incorporating all the changes in the data as and when required based on the need, seeking additional information/data as and when necessary.

4.9.4. These registers shall be updated concurrently both at the Headquarters and the Centre quarterly.

4.10. **FORM OF APPLICATION:**

4.10.1. For all categories of membership except Honorary Fellow Membership, duly filled and signed application form, to signify acceptance of these Bye Laws and the Rules and Regulations of the Association in force at that time, along with necessary supporting documents as required, have to be submitted to the Office of the HQ.

4.10.2. The applicant shall be introduced by a Current Member of the Association corresponding category or above of the applicant.

4.10.3. Applicable admission fees shall be paid in advance by Demand Draft/Multicity cheque/e-Transfer, drawn in favour of “Association of Consulting Civil Engineers (India)” payable at Bangalore only.

4.10.4. The application forms will be processed by the Administrative staff of the Association, and placed before the GC for consideration and necessary approval.

4.11. **Dues and Fees**

4.11.1. Subscription to be charged shall be as per resolutions passed in the AGM and printed in the current application forms/web site.

4.11.2. On expiry of the financial year till the date of the next AGM the subscription for the renewal shall be accepted by the Governing Council.

- 4.11.3. The Members, Associate Members, Organization Members will cease to have privileges given to them till the subscription in advance is paid for the current financial year.
- 4.11.4. The Governing Council shall have right to alter the rate of subscription or admission fee for members with the concurrence of the General Body or by referendum as provided in Cl. 8.5.
- 4.11.5. The Membership Dues shall be decided and approved by the Governing Council.
- 4.11.6. The Entrance Fee shall be decided and approved by the Governing Council.
- 4.11.7. The entrance fee, the annual dues and other assessments, if any, shall be payable with the application for admission. A notice that he has been elected shall be sent to every newly admitted member and he shall enjoy all the rights and privileges of his grade from the first day of the calendar month after election, except where explicitly stated otherwise.
- 4.11.8. Should the candidate fail for admission to the membership, he shall be advised to seek admission to a suitable grade or reapply as per the Byelaws and the sum remitted with the application shall be refunded.
- 4.11.9. A retired Civil Engineering Professional, as per definition of Civil Engineer Cl: 4, not gainfully employed, and over the age of sixty-five years, may apply for membership at a reduced fees/dues, which shall be fixed by the Governing Council in consultation with the General Body.
- 4.11.10. The Governing Council may, under exceptional circumstances, waive dues for a period and declare that during the period of such waiver, the member has maintained continuous membership.
- 4.11.11. For up gradation of Membership for existing members, full fees as per notification prevalent at that time shall be paid.
- 4.12. Billing, termination and Reinstatement:**
- 4.12.1. Billing:
- 4.12.1.1. The annual Subscription period is April 1st to March 31st next Calendar year. A bill covering these dues and other assessments shall be mailed to every member not later than February 28th, and shall be paid not later than March 31st of the Calendar Year. Student Members, however, will have membership from July 1st to June 30th next. A billing covering these dues and other assessments shall be mailed to every student member not later than May 15th, and shall be paid not later than June 30th.
- 4.12.1.2. The mailing of bills or statements to the address of a member on the records of the Association shall be considered as a valid notice of indebtedness.

4.12.2. Termination:

- 4.12.2.1. Failure to pay the subscription amount in full on or before the stipulated due date shall result in the termination of membership.
- 4.12.2.2. A member whose subscription is in arrears for two months shall not vote for any purpose whatsoever until such arrears have been cleared and if he casts his vote, it shall not be counted. A member whose subscription is in arrears for more than three months shall lose all the privileges of membership until his subscription has been paid and the Governing Council may at their discretion, order the removal of the defaulting member's name from the Register of members
- 4.12.2.3. Any member who ceases to be a member shall nevertheless remain liable for and shall pay to the Association all monies which at the time of such member ceasing to be due from him/her to the Association. The Governing Council shall have the power to waive either fully or partly the subscription in arrears in the event of such a member seeking readmission.
- 4.12.2.4. The GC shall have the right to expel from the Association any member who, in the opinion of the GC, willfully acted in contravention of the Bye-Laws, Rules and Regulations from time to time in force under the Bye-laws, or who, in the opinion of the GC, shall have been guilty of violation of the "Code of Ethics" as per clause 4.1 and its sub-clauses, as framed/modified by the GC from time to time or such conduct as shall render him unfit to remain a member of the Association, provided that:
 - a) The meeting of the GC at which the resolution is passed shall be specially convened for the purpose, and the person concerned shall have been given thirty days' notice that his conduct is to be enquired into, and is given an opportunity, of stating his case to the GC, in person.
 - b) Upon the resolution of expulsion being passed, the name of the person concerned shall be removed from the roll and he shall cease to have any connection with the Association. Neither the GC collectively nor any of its members individually, shall be made liable for anything done under this Bye-law. Every candidate applying for election to the Association shall be deemed in so applying to agree to accept as final any decision of the GC under this Bye-law.
 - c) The expelled person who has ceased to belong to the Association shall be called upon by the Secretary General to return immediately his membership certificate to the Secretary General, and he/she shall not be entitled any longer to make use of any designation implying past connection with the Association.
 - d) Majority of two-thirds or more of the total number of members voting in person may, by resolution passed at an annual or an extraordinary general meeting expel any member who in their opinion is guilty of conduct contrary to the interests of the Association and any such member shall cease to be a member of the Association from the date of

passing this resolution but may be proposed again for membership after the expiry of twelve calendar months from that date.

- 4.12.2.5. The GC shall also have the right to take any disciplinary action against any member who shall have, in the opinion of the GC, acted in such a manner as to warrant disciplinary action, but not expulsion. The procedure laid down in the Bye-law Cl: 4.12.3 shall be followed in such cases also and the decision of the GC shall be final and binding upon the member concerned.

4.12.3. PROCEDURE FOR ACTION AGAINST AN ACCE (I) MEMBER FOR A VIOLATION:

This procedure aims at setting out a strategy for dealing with violations by members of the Code of Ethics of the ACCE (I). The term 'members' includes Institutional members individually, as well as collectively.

4.12.3.1. Complaints:

All complaints shall be made in writing within thirty days of the violation being noticed. These may be addressed to any Office Bearer at a Center or a member of the Governing Council. The complaint should include the following information:

- a. Date of event; person / person involved.
- b. Place of event and circumstances.
- c. Nature of Violation.
- d. Witnesses

4.12.3.2. Sequence of Action:

- a. The President will send the complaint to the Disciplinary Committee of the ACCE (I) appointed by the Governing Council.
- b. The Disciplinary Committee would meet and take the following actions:
- c. If the case is clear cut, get written explanations from various parties and set a date for hearing.
- d. Carry out investigation, by visit to the location, if necessary.
- e. Fix a date for a formal hearing.
- f. The hearing would go into evidences offered and allow witnesses to be summoned and examined.

4.12.3.3. Findings:

Findings of the committee would depend on merit of each case and their recommendation to the Governing Council may be:

- a. Honorable acquittal,
- b. Removal from membership,
- c. Any other.

There shall be No appeal on the decision of the Governing Council.

The decision will be promulgated through the ACCE (I) Communications.

4.12.4. Reinstatement:

- 4.12.4.1. Membership so terminated under Cl: 4.12.2 except under 4.12.2.4, can be resumed with no loss of continuity, upon payment of all dues and other assessments, if any, in arrears. Membership may also be resumed after a lapse, without continuity of membership upon payment of current dues and assessments, if any. If the lapse of membership equals or exceeds two years a new entrance fee shall be paid upon renewing membership.
- 4.12.4.2. On the resumption of membership, the rights and privileges of his grade shall be restored from the first day of the next calendar month, except where stated explicitly otherwise. Publications that he would have normally received during the interim period, had his membership been continuous shall be considered forfeited. However, upon written request these will be supplied, if available at cost to be duly fixed by the GC.

4.13. Resignation:

- 4.13.1. A member in good standing may resign from membership of ACCE(I), by submitting a written resignation letter to Secretary General of his/her intention to do so, but such notice must reach him at least one calendar month before the 31st of March in each year, failing which the member will also be liable to the Association for subscription for the following one year.
- 4.13.2. A resigned member may resume his membership, subject to the approval of the GC, upon payment of current dues and other assessments, if any. No entrance fee shall be levied on such members.

4.14. Death of Member:

- a. A member in good standing upon death, ceases from membership of ACCE (I).
- b. No heirs of the deceased shall claim either continuity of membership or any other privileges enjoyed by the member when alive, but shall be liable to fulfill all liabilities owed by the deceased member to the Association.
- c. However the Governing Council may look into the issue of fulfilling the liability and can consider taking a lenient view depending the presumed loss to the Association because of the nonfulfillment of the liabilities, on humanitarian grounds.

4.15. Severance:

If an applicant has secured admission or transfer on willful misrepresentation, the GC shall call for an explanation from the member. If thereafter the GC concludes that the member is guilty of misrepresentation the membership shall be terminated and the member intimated accordingly.

4.16. Privileges of Members:

4.16.1. All members of the Association are entitled to the following, except those listed under Cl: 4.3.1 and 4.3.2.

- a. Fellows, Honorary Fellow, Life Members, Members and Organizational Members, shall be referred to as “Voting Members” of the ACCE (I).
- b. Participate in the activities of the Association, paying stipulated event based fees, if any.
- c. Be present and vote at the General Body Meeting of the Members of the Association on any matter, which may be submitted for its consideration.
- d. To access and utilize the library facilities in ACCE (I) premises, as per rules and regulations in force at the time for its usage.
- e. To contest for the post of any Office of the Association in accordance with and subject to the regulations governing such elections in these Bye laws.
- f. To utilize the facilities provided by the Association in accordance with the decision of the Governing Council.
- g. To inspect and have reasonable access to the records of the Association by giving prior notice of one month to the Secretary General of the intention to do so, specifying the particulars of the records to be sought, and having received an written authorization to do so from the Secretary General. The Secretary General shall take the concurrence of the Governing Council before acting on the request.
- h. Organization/Institutions other than education institutions may nominate three full time employees in their organizations whereas Educational institutions may nominate two full time employees in their institutions as their representative members of ACCE (I).
- i. Institutions shall indicate their officer(s) authorized to nominate and correspond on their behalf.

4.16.2. Students shall be entitled to all rights and privileges of the ACCE (I) members excluding Clause 4.16.1. (a), 4.16.1. (c), 4.16.1. (e), and 4.16.1. (g), of this Section, except where specifically indicated otherwise.

4.16.3. Representatives of Organizational members shall be entitled to all rights and privileges of the ACCE (I) members excluding Clause 4.16.1. (e) and 4.16.1. (g), except where specifically indicated otherwise.

4.16.4. Assertion:

Assertion of ACCE (I) membership by members for purely personal purposes is authorized, including the right to use the following abbreviations by the members of the corresponding grades: Individuals as F - ACCE (I), L - ACCE (I), M - ACCE (I), AM- ACCE (I), Institutions - Inst. Mem. ACCE (I) and SM - ACCE (I), depending on the category to which they belong to. Misrepresentation of facts shall lead to disqualification and termination from Membership of the Association.

4.16.5. Publications:

Every Member of the ACCE (I) shall receive such Publications of the Association as determined by the Governing Council, from time to time. These publications could either be a complimentary copy or as a subscription based copy to be bought at a cost upon payment to the Association. Information with regard to these publications shall be communicated to all the members of the Association in advance.

5. ADMINISTRATIVE HIERARCHY OF THE ASSOCIATION:

All posts of Office in the Association are Honorary in nature, and the Office bearers are not entitled to any compensation either in kind or cash.

5.1. HEADQUARTERS:

GOVERNING COUNCIL AT HEADQUARTERS SHALL CONSIST OF:

5.1.1. OFFICE BEARERS:

Office bearers of the Headquarters of the Association shall consist of the current - President, Vice Presidents of all the defined regions where the Association has its Centers situated, Secretary General and the Treasurer, so elected from amongst the eligible candidates of the Association by the electorate of the Association. The eligibility criteria for different posts being as defined under relevant eligibility clauses in this document.

5.1.2. EX-OFFICIO MEMBERS:

Immediate Past President will be the ex-officio members at the Headquarters and he/she shall NOT be considered as Office bearer at the Headquarters.

5.1.3. CHAIRMAN'S OF CENTERS:

Current Chairman's of all recognized Centers of the Association will become members of the Governing Council of the Headquarters for the term under consideration, unless they willingly opt out to make way for others from their respective Center and they are NOT to be considered as Office bearers at the Headquarters.

5.1.4. CO-OPTED GOVERNING COUNCIL MEMBERS:

- a) The upper limit on the number of members in the Governing Council shall be sixty all inclusive.

- b) The Office Bearers of the Headquarters consisting of the President, Secretary General and the Treasurer, in consultation, may co-opt members from amongst eligible members of the Association to be on the Governing Council as co-opted members. The co-opted members are NOT to be considered as Office bearers at the Headquarters.
- c) Such co-opted members for the Governing Council shall be based on the principle of proportional representation in terms of the number of members each Center of the Association has, in addition to the Chairman, with the overall number specified above as sixty remaining relevant.
- d) The President shall be vested with a discretionary quota of four members, whom he can appoint as members of the Governing Council, with the overall number specified above as sixty remaining relevant.
- e) The newly constituted Governing Council in its first meeting, shall co-opt three representatives from amongst the Organizational members of the Association to the GC. This could be over and above the limiting number of sixty specified above.
- f) The duties, rights and privileges of all the Governing Council members shall remain the same.

5.1.5. STRENGTH OF GOVERNING COUNCIL:

The overall strength of the Governing Council shall be limited to Sixty (60). This number is inclusive of all categories of members of the Governing Council, more so described above.

5.2. LOCAL CENTERS:

MANAGING COMMITTEE OF THE LOCAL CENTER SHALL CONSIST OF:

5.2.1. OFFICE BEARERS:

Office bearers of the Centers of the Association shall consist of the current - Chairman, Secretary and the Treasurer, so elected from amongst the eligible candidates of the Center under consideration. The eligibility criteria being as defined under relevant eligibility clauses in this document.

5.2.2. EX-OFFICIO MEMBER:

Immediate Past Chairman is the ex-officio member at the Center and he/she shall NOT be considered as Office bearer at the Center.

5.2.3. ELECTED MANAGING COMMITTEE MEMBERS:

There shall be only three elected Managing committee members for each Center, so elected from amongst the eligible candidates of the Center under consideration. The

eligibility criteria for different posts being as defined under relevant eligibility clauses in this document.

5.2.4. **OTHERS:**

Vice President of the Region in which the Center is situated for the term under consideration, will be a permanent invitee for all the meetings of the Managing Committee of the Center/s in the Region with equal voting rights.

5.2.5. **CO-OPTED MANAGING COMMITTEE MEMBERS:**

The duly constituted Managing Committee in its first meeting, shall co-opt from amongst the eligible members of the Center, additional Managing Committee Members - One for every fifty eligible members on Membership register of the Center. Eligibility criteria for co-option, being more so described under eligibility clauses in this document.

6. **ELECTIONS:**

6.1. **ELECTORATE:**

6.1.1. **ELECTORATE FOR LOCAL CENTER ELECTIONS:**

All members of the Association registered under the Center, except Student Members and Honorary Fellow Members, who are in the eligible membership list of the Association as on 31st March of the year in which the elections are being held and are not in arrears of subscription, shall constitute the electorate for the election for the Office bearers of the Center.

6.1.2. **ELECTORATE FOR HEADQUARTERS ELECTIONS FOR THE POST OF:**

6.1.2.1. **PRESIDENT:**

All members of the Association, except Student Members and Associate Members, who are in the active list of membership of the Association as on 1st April of the year in which the elections are being held and are not in arrears of subscription, shall constitute the electorate for the election for the post of President of the Association.

6.1.2.2. **VICE PRESIDENT:**

All members of the Association, except Student Members and Associate Members, who are in the active list of membership of the Association cumulatively from all the Centers of the Association coming under the domain of the region under consideration, as on 1st April of the year in which the elections are being held and are not in arrears of subscription, shall constitute the electorate for the election for the post of Vice President/s of the Association from that Region.

6.1.2.3. **SECRETARY GENERAL:**

All members of the Association, except Student Members and Associate Members, who are in the active list of membership of the Association as on 1st April of the year in which the elections are being held and are not in arrears of subscription, shall constitute the electorate for the election for the post of Secretary General of the Association.

6.1.2.4. TREASURER:

All members of the Association, except Student Members and Associate Members, who are in the active list of membership of the Association as on 1st April of the year in which the elections are being held and are not in arrears of subscription, shall constitute the electorate for the election for the post of Treasurer of the Association.

6.2. ELECTION PROCEDURE:

- a) Election of Office bearers for the Headquarters and Centers shall be held concurrently once every two years in the month of April. The term of office for all posts shall be two years both at the Headquarters and the Centers.
- b) Annual General Body meeting of the Association for the Centers shall be conducted within the month of May every year unless under force de majeure.
- c) Annual General Body meeting of the Association for the Headquarters shall be conducted on the Second Saturday in the month of July every year unless under force de majeure.
- d) Installation of new office bearers shall be during the AGM on the said date in the year during which elections are conducted for both Headquarters and the Centers.
- e) The Governing Council meetings shall be held in the months of April, July, October, and January every year. The duration between two consecutive GC meetings shall not be more than 90 days.
- f) The Governing Council in its meeting held in the month of January, in the year in which elections have to be conducted, appoint a Returning Officer for conducting elections to the Headquarters and the Centers.
- g) There shall be one Returning Officer for the elections of the Association both at the Headquarters and the Centers. However the Managing Committee of the Centers in its meeting held in the month of January, in the year in which elections have to be conducted, appoint a jurisdictional Returning Officer to co-ordinate with the Returning Officer of the Association, to help in conducting the elections at the local Center level.
- h) Upon the election process being set in motion, the interpretation of the rules and regulations, Bye-laws of the Association, with regard to the conduct of the elections shall be the sole responsibility of the Returning Officer and binding on all other members concerned. The GC and its members, shall cease to exert any influence on the process of elections, till the declaration of the results by the Returning Officer. All issues related to the electoral process shall be represented only in writing to the Returning Officer, who shall look into the representation raised and initiate appropriate

action if warranted. The Returning Officer shall abide by the Bye-laws, Rules and Regulations in vogue at the time of elections, and ensure a smooth, fair and transparent election taking into confidence all concerned.

- i) The entire election process shall be completed by 10th May in that year in which elections are being held.
- j) The membership Registers shall be updated four times during the year in the months of April, July, October, and January.
- k) All changes, additions and deletions in the membership status, intimated up to February 28th in the year in which elections are being conducted shall be incorporated and the Membership Registers treated as closed for all official purposes, except where explicitly stated otherwise for elections. Changes here explicitly mean, changes in mailing address, telephone numbers, email id and Centre of affiliation of the existing members, which shall be submitted in writing to Secretary General of the Association. All requests for change received after the above specified date shall be kept in abeyance till the completion of the electoral process.
- l) All those members who are on the official Membership Register of the Association as on 1st April of the year in which the elections are being held will constitute the electorate.
- m) The Returning Officer, shall call for nominations in the prescribed format, from amongst the eligible members for the various posts for which elections are being held both for the Headquarters and the Centers, on or before 28th February of the year in which elections are to be conducted, fixing the last date for receipt of nomination as 15th March.
- n) Notice of call for nominations shall be either in the electronic form uploaded on the official web site of the Association and/or hard copy delivered or sent under National Bill Mail/Book Post or Courier, to every eligible member of the Association, on or before 28th February of the year in which elections are being held. The National Bill Mail issued by the Post Office and/or the certificate issued by the Courier shall be conclusive proof of mailing the notices on time.
- o) The nominations by candidates intending to contest the elections, shall be made in the prescribed form of the Association and every Nomination shall be proposed by one Member and Seconded by another Member who are on the active members list of the Association as on 31st January of the year in which the elections are being held. The consent of the candidate nominated shall be endorsed therein.
- p) The nominations filed for contesting the elections shall be scrutinized for its accuracy and compliance with the rules and regulations, bye-laws, pertaining to elections, and the conclusion drawn, shall be notified to all the aspirants who would have filed their nominations, on or before 20th March, indicating the last date of withdrawal of nomination as 25th March of the year in which the elections are being held.
- q) After the withdrawal process is duly completed, the Returning Officer shall announce the Names, Bio-data, and Statement of Intent of the eligible candidates, for each of the

elective offices, through a publication that is distributed to the entire membership, not later than March 31st, through electronic transmission.

- r) The Returning Officer shall prepare election ballots, arranging the names where there is more than one candidate for any single office in alphabetical order. The ballot shall carry a statement that the order of the names is for convenience only and indicates no preference. Final slate that contains the reference to the location of Bio-data and Statement of Intent of the nominees for each of the elective offices shall be published in the ACCE (I) website, not later than April 1st.
- s) The ballot shall be only electronic and the balloting will start on April 1st and end not later than April 15th. In no case shall the time given to the Voting Members to cast their votes, shall be less than 15 days. Only votes cast not later than the date specified shall be counted.
- t) Every member shall have as many votes as there are vacancies but the method of election shall be non-cumulative multiple distribution vote i.e. no member shall cast more than one vote in favor of any one candidate.
- u) Ballots shall be checked and counted under the supervision of the Returning Officer not later than the fifth working day following the last date for receipt of the ballots.
- v) Declaration of results of the elections for both Headquarters and the Centers 20th April of the year in which elections are being held.
- w) The Returning Officer shall communicate the election results to the GC at the earliest and the nominee for each office for which the election has been held receiving the greatest number of qualified votes shall be declared elected.
- x) In the event of a tie vote, the GC shall choose between the nominees involved, giving preference to the seniority of the members under contest, unless warranted otherwise in the opinion of the members of the GC which shall be so, with valid reasons after having heard both the contestants in person, individually.
- y) The Returning Officer shall communicate the results of the election to all the nominees in the election report, not later than April 20th and also announce them to the members of the Association through a publication distributed to the entire membership electronically and on the ACCE (I) website.
- z) All procedures and deadlines stipulated above are for elections of Office bearers of both Headquarters and Centers.

6.3. ELIGIBILITY CRITERIA FOR CONTESTING ELECTIONS:

6.3.1. ELIGIBILITY CRITERIA FOR CONTESTING ELECTIONS FOR VARIOUS POSTS AT LOCAL CENTERS:

6.3.1.1. CO-OPTED MANAGING COMMITTEE MEMBER:

The Managing Committee of the Center comprising of the Chairman, Secretary, Treasurer and the three elected Managing Committee members, along with the Vice-President of the Region, in their first Managing Committee meeting shall propose for co-option not more than one for every fifty active members of the Association belonging to that Center who fulfill the below given criteria, for the Managing Committee of the Center.

- a) A member being proposed for co-opting as a Managing committee member of the Center of the Association, shall have been a member of the Association for a continuous period of not less than two years on the date of being proposed as a member of the Managing Committee.
- b) However exception shall be made in case of Centers which are established newly, in violation of the above rule, till such time the Center is two years old.
- c) The member being proposed for co-opting shall NOT be a member paying Annual subscription for membership of the Association.
- d) A member who has already served two terms (four calendar years) continuously on the Managing Committee, in any capacity/designation, including co-opted members, will be eligible for co-option only after a break of at least one term (two years).
- e) Preference, though not mandatory, shall be given to those members for co-option, who have volunteered to serve in the various programs being conducted by the Center even when not being a member on the Managing Committee, but who fulfill the above criteria.

6.3.1.2. **ELECTED MANAGING COMMITTEE MEMBER:**

A member seeking election as a Managing committee member of the Center of the Association, shall fulfill the following criteria:

- a) A member seeking election as a Managing committee member of the Center of the Association, shall have been a member of the Association for a continuous period of not less than three years on the date of submission of Nomination paper for being a member of the Managing Committee of the Center.
- b) However exception shall be made in case of Centers which are established newly, in violation of the above rule, till such time the Center is three years old.
- c) The member seeking election for the post of elected Managing Committee member shall NOT be a member paying Annual subscription for membership of the Association.
- d) A member who has already served two terms (four calendar years) continuously on the Managing Committee, in any capacity/designation, will be eligible for re-election only after a break of one term (two calendar years), excluding co-opted members.
- e) Preference, though not mandatory, shall be given to those members election as an elected Managing committee member, who have volunteered to serve in the various programs being conducted by the Center even when not being a member on the Managing Committee, but who fulfill the above criteria.

6.3.1.3. **TREASURER:**

A member seeking election as a Treasurer of the Center of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a Treasurer of the Center of the Association, shall have been a member of the Association for a continuous period of not less than five years on the date of submission of Nomination paper for being a Treasurer of the Center.
- ii. However exception shall be made in case of Centers which are established newly, in violation of the above rule, till such time the Center is five years old.
- iii. The member seeking election for the post of Treasurer shall NOT be a member paying Annual subscription for membership of the Association.
- iv. The member seeking election for the post of Treasurer shall have served as an elected member of the Managing Committee for at least one term, or as a co-opted member of the Managing Committee for at least two terms.
- v. A member who has already served two terms (four calendar years) continuously on the Managing Committee, in any capacity/designation, will be eligible for re-election only after a break of one term (two calendar years), excluding co-opted members.

B. Desirable:

- i. Preference shall be given to those members for the post of Treasurer, who have basic knowledge of accounting, auditing, taxation laws and book keeping, and who have the willingness to spare time to go through the books of accounts regularly and discharge their duties with utmost alacrity and enthusiasm, keeping the financial health of the Association paramount.
- ii. It is also desirable for them to spend time with the internal and external auditors in finalizing the quarterly, half yearly and annual audited statement of accounts with a proper understanding of the same.
- iii. Enthusiastic involvement in the preparation of the annual budget, allocation of funds, locating resources for fund generation and optimal utilization of the funds generated within the budgeted allocation with an eye for accounting details would be appreciated.
- iv. Fortnightly appraisal of the imprest amount and reconciliation of the same would be a welcome gesture from the person who intends to hold the post of Treasurer.
- v. Preference shall be given to those members for the post of Treasurer, who have volunteered to serve in the various programs being conducted by the Center even when not being a member on the Managing Committee, but who fulfill the above criteria.

Treasurer shall be solely responsible for answering all queries related to finance, budgeting, taxation, auditing, etc., during all meeting including the AGM, as having been involved in the formulation of the finance vision document and monitoring of the same, he will have an in depth knowledge of all the nuances of the domain.

6.3.1.4. **SECRETARY:**

A member seeking election as a Secretary of the Center of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a Secretary of the Center of the Association, shall have been a member of the Association for a continuous period of not less than five years on the date of submission of Nomination paper for being a Secretary of the Center.
- ii. However exception shall be made in case of Centers which are established newly, in violation of the above rule, till such time the Center is five years old.
- iii. The member seeking election for the post of Secretary shall NOT be a member paying Annual subscription for membership of the Association.
- iv. The member seeking election for the post of Secretary shall have served as an elected member of the Managing Committee for at least one term, or as a co-opted member of the Managing Committee for at least two terms.
- v. A member who has already served two terms (four calendar years) continuously on the Managing Committee, in any capacity/designation, will be eligible for re-election only after a break of one term (two calendar years), except co-opted members.

B. Desirable:

- i. Preference shall be given to those members for the post of Secretary, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.
- ii. Those who have volunteered to serve in the various programs being conducted by the Center even when not being a member on the Managing Committee, but who fulfill the above criteria shall be given additional weightage.
- iii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the MC meetings.
- iv. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-

Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.

- v. Fortnightly appraisal of the progress in the agenda of action of the Center on various planned and unplanned activities would be a welcome gesture from the person who intends to hold the post of Secretary.

6.3.1.5. **CHAIRMAN:**

A member seeking election as a Chairman of the Center of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a Chairman of the Center of the Association, shall have been a member of the Association for a continuous period of not less than Seven years on the date of submission of Nomination paper for being a Chairman of the Center.
- ii. However exception shall be made in case of Centers which are established newly, in violation of the above rule, till such time the Center is seven years old.
- iii. The member seeking election for the post of Chairman shall NOT be a member paying Annual subscription for membership of the Association.
- iv. The member seeking election for the post of Chairman shall have served earlier as a Secretary or Treasurer of the Center for at least one term (Two years), apart from being on the Managing Committee either as an elected or co-opted member for at least one term (Two years).
- v. A member who has already served two terms (four calendar years) continuously on the Managing Committee, in any capacity/designation, will be eligible for re-election only after a break of one term (two calendar years).

B. Desirable:

- i. Preference shall be given to those members for the post of Chairman, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.
- ii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the MC meetings.
- iii. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.

- iv. Fortnightly appraisal of the progress in the agenda of action of the Center on various planned and unplanned activities would be a welcome gesture from the person who intends to hold the post of Chairman.

Preference shall be given to those members for the post of Chairman, who have volunteered to serve in the various programs being conducted by the Center even when not being a member on the Managing Committee, but who fulfill the above criteria.

6.3.1.6. OFFICE BEARERS OF THE CENTER:

The Chairman, Secretary and Treasurer alone shall be considered as Office bearers of the Center.

6.3.2. ELIGIBILITY CRITERIA FOR CONTESTING VARIOUS POSTS AT HEADQUARTERS:

6.3.2.1. GOVERNING COUNCIL MEMBER:

A member being co-opted as a Member of the Governing Council of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member being co-opted as a Member of the Governing Council of the Association, shall have been a member of the Association for a continuous period of not less than Seven years on the date of being co-opted as a Member of the Governing Council of the Association.
- ii. However exception shall be made in case of Centers which are established newly, wherein the Chairman shall be a part of the Governing Council in violation of the above rule, till such time the Center is seven years old.
- iii. A member being co-opted as a Member of the Governing Council shall NOT be a member paying Annual subscription for membership of the Association.
- iv. Member being co-opted as a Member of the Governing Council must have been an Office Bearer (Chairman, Secretary or Treasurer) of a Center for at least one term.
- v. The President under his/her discretionary quota may appoint GC members in violation of the above conditions, keeping in view their necessity, for the growth of the Association, but in consultation with the other office bearers at the Headquarters.
- vi. Representatives under Organization membership, who are deputed from the Organization need not fulfill the above clauses.

B. Desirable:

- i. Preference shall be given to those members, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.

- ii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the GC meetings.
- iii. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.
- iv. Attendance and participation in all the deliberations of all the Governing Council meetings with enthusiasm, self-motivation and being a leader by themselves, shall be recognized and rewarded.
- v. Preference shall be given to those members, who have volunteered to serve in the various programs being conducted by the Association even when not being a member on the GC, but who fulfill the above criteria.

6.3.2.2. **TREASURER:**

A member seeking election as a Treasurer of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a Treasurer of the Association, shall have been a member of the Association for a continuous period of not less than Ten years on the date of submission of Nomination paper for being a Treasurer of the Association.
- ii. A member seeking election for the post of Treasurer shall NOT be a member paying Annual subscription for membership of the Association.
- iii. A member seeking election for the post of Treasurer shall have been an Officer Bearer either at the Center and/or at the Headquarters, for two terms out of which one term as a Treasurer of a Center/s is a must, at the time of filing the nomination.
- iv. A Member seeking election for the post of Treasurer must have been a member of the GC for at least one term.
- v. A contestant for the post of Treasurer, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two calendar years).

B. Desirable:

- vi. Preference shall be given to those members for the post of Treasurer, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.
- vii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the GC meetings.
- viii. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.
- ix. Fortnightly appraisal of the progress in the agenda of action of the Association on various planned and unplanned activities would be a welcome gesture from the person who intends to hold the post of Treasurer.
- x. Preference shall be given to those members for the post of Treasurer, who have volunteered to serve in the various programs being conducted by the Association even when not being a member on the GC, but who fulfill the above criteria.

Treasurer shall be solely responsible for answering all queries related to finance, budgeting, taxation, auditing, etc., during all meetings including the AGM, as having been involved in the formulation of the finance vision document and monitoring of the same, he will have an in depth knowledge of all the nuances of the domain.

6.3.2.3. **VICE PRESIDENT:**

A member seeking election as a Vice President of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a Vice President of the Association, shall have been a member of the Association for a continuous period of not less than Ten years on the date of submission of Nomination paper for being a Vice President of the Association.
- ii. A member seeking election for the post of Vice President shall NOT be a member paying Annual subscription for membership of the Association.
- iii. A Member seeking election for the post of Vice President shall have been an Officer Bearer either at the Center and/or at the Headquarters, for at least two terms cumulatively at the time of filing the nomination.
- iv. A Member seeking election for the post of Vice President must have been a member of the GC for at least two terms.

- v. A contestant for the post of Vice President, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years).

B. Desirable:

- i. Preference shall be given to those members for the post of Vice President, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.
- ii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the GC meetings.
- iii. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.
- iv. Fortnightly appraisal of the progress in the agenda of action of the Association on various planned and unplanned activities would be a welcome gesture from the person who intends to hold the post of Vice President.
- v. Preference shall be given to those members for the post of Vice President, who have volunteered to serve in the various programs being conducted by the Association even when not being a member on the GC, but who fulfill the above criteria.

6.3.2.4. SECRETARY GENERAL:

A member seeking election as a Secretary General of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a Secretary General of the Association, shall have been a member of the Association for a continuous period of not less than Ten years on the date of submission of Nomination paper for being a Secretary General of the Association.
- ii. A member seeking election for the post of Secretary General shall NOT be a member paying Annual subscription for membership of the Association.

- iii. A Member seeking election for the post of Secretary General shall have been an Officer Bearer either at the Center and/or at the Headquarters, for at least two terms cumulatively at the time of filing the nomination.
- iv. A Member seeking election for the post of Secretary General must have been a member of the GC for at least two terms.
- v. A contestant for the post of Secretary General, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years).

B. Desirable:

- i. Preference shall be given to those members for the post of Secretary General, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.
- ii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the GC meetings.
- iii. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.
- iv. Fortnightly appraisal of the progress in the agenda of action of the Association on various planned and unplanned activities would be a welcome gesture from the person who intends to hold the post of Secretary General.
- v. Preference shall be given to those members for the post of Secretary General, who have volunteered to serve in the various programs being conducted by the Association even when not being a member on the GC, but who fulfill the above criteria.

6.3.2.5. PRESIDENT:

A member seeking election as a President of the Association, shall fulfill the following criteria:

A. Mandatory:

- i. A member seeking election as a President of the Association, shall have been a member of the Association for a continuous period of not less than Ten years on

the date of submission of Nomination paper for being a President of the Association.

- ii. A member seeking election for the post of President shall NOT be a member paying Annual subscription for membership of the Association.
- iii. A Member seeking election for the post of President shall have been an Officer Bearer either at the Center and/or Headquarters for at least two terms cumulatively at the time of filing the nomination.
- iv. A Member seeking election for the post of President must have been a member of the GC for at least three terms.
- v. A contestant for the post of President, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years).

B. Desirable:

- i. Preference shall be given to those members for the post of President, who have the willingness to spare time for the various activities of the Association on a routine basis apart and beyond their professional commitments with enthusiasm.
- ii. It is also desirable for them to spend time for all correspondence and act independently in carrying out the various agenda as approved in the GC meetings.
- iii. Enthusiastic involvement in the preparation of the annual report, periodic presentation of various activities of the Center for publication in various forums, locating resources for fund generation, interaction with corporate representatives to cite a few will be most welcome. They shall also lead the team and the Association in various forum of interaction with other Organization/Associations/PSU/Government/Semi-Government/Local bodies and other statutory bodies upholding the ethos of the Association would be appreciated.
- iv. Fortnightly appraisal of the progress in the agenda of action of the Association on various planned and unplanned activities would be a welcome gesture from the person who intends to hold the post of President.
- v. Preference shall be given to those members for the post of President, who have volunteered to serve in the various programs being conducted by the Association even when not being a member on the GC, but who fulfill the above criteria.

6.3.3. MANDATORY REQUIREMENT AT A GLANCE FOR BEING AN OFFICE BEARER:

Sl. No.	Post of Office bearer	Brief Mandatory requirements for a Contestant, for the Post of an Office Bearer at Centers
1	Co-opted member of MC at Center	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than two years continuously at the time of being inducted.

		<ol style="list-style-type: none"> 3. Cannot be a co-opted MC Member for more than two terms (Four calendar years) continuously. 4. Eligible for re-nomination after a break of at least one term (Two calendar years).
2	Elected member of MC at Center	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than three years continuously at the time of being inducted. 3. Cannot be a MC Member in any category for more than two terms (Four calendar years) continuously. 4. Eligible for re-election after a break of at least one term (Two calendar years).
3	Treasurer of a Center	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than five years continuously at the time of filing the nomination. 3. Must have been an elected MC member for at least one term or a co-opted MC member for at least two terms. 4. Cannot be a MC Member in any category for more than two terms (Four calendar years) continuously. 5. Eligible for re-election after a break of at least one term (Two calendar years).
4	Secretary of a Center	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than five years continuously at the time of filing the nomination. 3. Must have been an elected MC member for at least one term or a co-opted MC member for at least two terms. 4. Cannot be a MC Member in any category for more than two terms (Four calendar years) continuously. 5. Eligible for re-election after a break of at least one term (Two calendar years).
5	Chairman of a Center	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than seven years continuously at the time of filing the nomination. 3. Must have been a Secretary or Treasurer of the Center for at least one term. 4. Cannot be a MC Member in any category for more than two terms (Four calendar years) continuously. 5. Eligible for re-election after a break of at least one term (Two calendar years).

Sl. No.	Post of Office bearer	Brief Mandatory requirements for a Contestant, for the Post of an Office Bearer at Headquarters
1	Governing Council Member	<ol style="list-style-type: none"> 1. Member should not be on the annual subscription list. 2. Must have been a member of the Association for not less than seven years continuously at the time of being nominated to the Governing Council. 3. Must have been a Chairman, Secretary or Treasurer of a Center for at least one term. 4. The President under his/her discretionary quota may appoint GC members in violation of the above conditions, keeping in view their necessity for the growth of the Association, but in consultation with the other office bearers at the Headquarters.
2	Treasurer of Headquarters	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than ten years continuously at the time of filing the nomination. 3. Must have been an Office bearer at a Center/s for two terms out of which one term as a Treasurer of a Center/s is a must, at the time of filing the nomination. 4. Must have been a member of the GC for at least one term. 5. A contestant for the post of Treasurer, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years). 6. Eligible for re-election after a break of at least one term (Two calendar years).
3	Vice President/s	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than ten years continuously at the time of filing the nomination. 3. Must have been a Chairman or Secretary or Treasurer of a Center/s for at least two terms cumulatively at the time of filing the nomination. 4. Must have been a member of the GC for at least two terms. 5. A contestant for the post of Vice President, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years). 6. Eligible for re-election after a break of at least one term (Two calendar years).
4	Secretary General	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than ten years continuously at the time of filing the nomination. 3. Must have been a Chairman or Secretary or Treasurer of a Center/s for at least two terms cumulatively at the time of filing the nomination. 4. Must have been a member of the GC for at least two terms. 5. A contestant for the post of Secretary General, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years).

		6. Eligible for re-election after a break of at least one term (Two calendar years).
5	President	<ol style="list-style-type: none"> 1. Member should be a permanent Member of the Association and not on the annual subscription list. 2. Must have been a member of the Association for not less than ten years continuously at the time of filing the nomination. 3. Must have been a Chairman or Secretary or Treasurer of a Center/s for at least two terms cumulatively at the time of filing the nomination. 4. Must have been a member of the GC for at least three terms. 5. A contestant for the post of President, shall not be an Office bearer (Center and Headquarters, both read concurrently, including elected MC member of a Center) for two immediate preceding terms of the Election year (Four calendar years) in the Association (Here, Association shall be interpreted as including the Center/s and the Headquarters). However the contestant shall be able to apply after a break of one term (Two years). 6. Eligible for re-election after a break of at least one term (Two calendar years).

7. CENTRES IN INDIA:

7.1. Formation:

- a. For the purpose of this Clause, “Centre” shall mean any Centre of the Association established within India. It shall specifically exclude Foreign Centers established outside India.
- b. A new Centre of the Association shall be formed in any city or town within India.
- c. A Center may be petitioned for formation by at least twenty-five members other than students, having mailing addresses within the territorial limits proposed in the petition. On receipt of the petition the Governing Council may authorize its formation.
- d. The requirement of twenty-five members may be waived on the assurance of the Regional Vice President that the formation of the Center will stimulate sufficient additional support and the requisite membership will be forthcoming before the end of the year.
- e. The Center will be given the Charter by the General Body, on the recommendation of the Governing Council, after it is organized.
- f. The Center receiving the Charter from the General Body shall be governed by the standard Center Byelaws as approved by the Governing Council from time to time.

7.2. Membership and Elections:

- a. Any member of ACCE (I) with his mailing address in the territorial limits of the Center may elect to affiliate with that particular Center and so express at the time of payment of annual dues.
- b. A member may, however, affiliate with any contiguous Center of his choice, with the approval of the Governing Council.
- c. A change in mailing address, when recorded by the ACCE (I) shall cause the eligibility for the member’s affiliation to revert to the Center corresponding to his new mailing address.

- d. The founding members of the new Centre shall elect a Chairman, Secretary, Treasurer and three committee members to manage the affairs of the Centre, which shall be called the Managing Committee.
- e. The Vice President of the region in which the Centre is situated, will be the representative of the Headquarters in the Managing Committee.
- f. The term of the Managing Committee shall be for a period of two years. Elections to be held for all the posts simultaneously along with that of the Headquarter, in the year in which elections fall due.
- g. All rules regarding the Elections shall be followed in true spirit.

7.3. **Finances:**

- a. The Center shall submit its adopted budget for the current year to the General Body not later than May 31st of each year. The General Body shall vote for an expenditure, guided by the Center Budget. However, actual payment shall take into account the allowance voted in the previous year that remained surplus due to shortfall in the activities.
- b. The expenditure voted to meet the ordinary expenses shall however be subject to a maximum of one-third of the dues collected from members of all grades, except the Student grade, who have elected to affiliate with the Center, as at the end of the previous year.
- c. There shall be no Center dues. However, the Center may collect voluntary contributions from its membership to meet emergency or extraordinary expenses.
- d. The Center may also serve non-members or groups wishing to receive meeting announcements and Center publications and collect amounts to meet the expenses.

7.3.1. **Obligations of the Centre:**

The center that comes into existence in compliance with the aims and objectives of the Association is fully obligated to its parent body, namely ACCE (I), and will strictly adhere to the rules and regulations stipulated by the Association. At no time and without the complete knowledge of the Secretary General of the Association, Center shall not ever deviate from the bye-laws of the Association.

7.3.2. **Contribution by Centers to HQ:**

- a. Members of each Centre shall evolve proper administrative procedures and documentation that comply fully with these bye-laws. Each Centre should generate its own funds for its sustenance and operations and regularly maintain proper statements of accounts which in turn shall be submitted to the HQ on the last working day of the month, for consolidation of accounts by the HQ.

- b. Each Centre is obligated to send within one month from the end of each financial year, one-third amount of the excess of its annual surplus over expenditure from all the activities conducted by it during the financial year, as its contribution to HQ for the latter's maintenance and nationwide activities. No Centre shall set aside or deduct any amounts for any purpose from the excess of annual income over expenditure when calculating the one third contribution to HQ.
- c. However it shall be noted that in computing the excess of annual surplus over expenditure for the financial year, interest earned by the Centers on its Bank deposits shall be excluded.

7.3.3. Centre Not to Form Independent Trust or Other Entity:

- a. Association is registered under the Karnataka Societies Registration Act and is a legal entity and hence no Centre can create any independent trust or other such entity on its own without the prior written permission of the GC.
- b. In the event of such a necessity, the GC can authorize the Managing committee of the Association to create such a trust only for a specific purpose. **“The Trust or independent entity shall be created by the HQ with its President and the Secretary General also as signatories jointly with the Chairman and Secretary of the Centre”.**
- c. However, such an independent entity or Trust shall at all times fully comply and be in accordance with prevailing Laws, Statutes and Regulations.
- d. Any Center found to be deviating from this stipulation is liable for immediate de-recognition by the Association and also for appropriate legal action, as may be required. An undertaking to this effect shall be executed by the Center with the Headquarters, a draft of which is a part of this document.

7.3.4. Undertaking by Center to Headquarters:

7.4. Reports:

Centers shall submit the annual activities report and audited statement of accounts for incorporation in the ACCE (I) annual activities report and the ACCE (I) accounts, not later than May 31st of each year.

7.5. GENERAL BODY AND OTHER MEETINGS:

The General Body of the Association shall consist of all Members who are eligible to vote as per Bye-Law.

7.5.1. ANNUAL GENERAL BODY MEETING:

Annual General Body Meeting of the Center shall be held at a time and place decided by the Managing Committee of the Center within two months after the financial year closure, i.e., 31st May, to transact the following business:

- a. To receive and consider the report of the Managing Committee on the affairs of the Center during the preceding year.
- b. To receive and consider the audited accounts of the Center for the previous year.
- c. To install the office Bearers elected in accordance with Section 6 of this document.
- d. To appoint Auditors for the next financial year.
- e. To transact any other business duly brought forward with the consent of the Chairman.

7.5.1.1. NOTICES:

- a. Minimum twenty one (21) days clear notice of every Annual General Body Meeting specifying the place, Date and Hour of the Meeting and the business proposed to be transacted there shall be given by the Managing Committee and such notices shall be signed by the Secretary.
- b. All notices of Annual General Body Meeting shall be sent to the latest registered e-mail address of every member. Sent mail document shall be deemed to be conclusive evidence of the notice to the members.

7.5.1.2. CONVENOR OF MEETING:

The Chairman or the Secretary shall be entitled to convene Annual General Body Meeting and shall do so whenever directed by the Managing Committee.

7.5.1.3. CHAIRMAN OF THE ANNUAL GENERAL MEETING:

The Chairman of the Center, or in his absence Secretary, or in his absence, the Treasurer of the Center shall preside over all the Annual General Body Meetings. In absence of all the above, the members present, shall elect the Chairman from amongst the members present, to preside over the meeting.

7.5.1.4. QUORUM:

Twenty Members present shall constitute the Quorum at an Annual General Body Meeting. If within thirty minutes from the time appointed for any Annual General Body Meeting, Quorum is not present, the members who are present shall be deemed to be the Quorum and may transact all the business which a duly constituted meeting is authorized to transact subject to provision that at least 10 members are present.

7.5.1.5. RESOLUTION PROCEDURE

- a. Members wishing to move the Resolution at any General Body Meeting shall give the Secretary minimum fifteen days (15) notice of their intention to do so before the date of meeting and forward at the same time a copy of the proposed Resolution.
- b. No business which has not been considered by the Managing Committee of which the Notice is not given to the Secretary as mentioned in the preceding clause, shall be considered at any Annual General Body Meeting, unless the matter is of very urgent nature in the opinion of the Chairman.
- c. At all the Annual General Body Meetings, all resolutions that require approval of the General Body, shall be decided by a majority vote of the Members present, each member having one vote to cast, either against or in favor of the Resolution. In the case of a tie, the Chairman of the Meeting shall have a casting vote.
- d. At any Annual General Meeting, unless a poll is demanded by at least five members, declaration by the Chairman that a Resolution has been carried or lost and any entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact, without mention of the number or proposition of the votes recorded in favor of or against such resolution.
- e. The Chairman of the meeting shall be the sole conductor of the meeting who will regulate the affairs at his discretion, which included regulating the time allotted to each speaker and adjourning the meeting as and when necessary.
- f. The minute's book recording the proceedings and the Resolutions of the General Body shall be kept and maintained by the Secretary. The Chairman of the next Annual General Meeting shall sign the minutes of the preceding Annual General Meeting.
- g. It shall be open to Managing Committee to ascertain the opinion or vote of the members on any matter except the election of the Office Bearers by making referendum or by obtaining written consent from the members on roll of the Association by following the procedure prescribed below:
 - i. The Managing Committee shall pass a Resolution to the effect that matter or matters specified in Resolution shall be referred to Members and for that purpose shall constitute a committee consisting of five persons, three from Managing Committee and two past Office Bearers of the Association.
 - ii. The committee so formed shall circulate the matter to the Members in accordance with requirements and exigencies of the circumstances to all Members by Registered post with acknowledgement due or by record acknowledgement with the delivery or by e-mail, giving clear 30 days' time to Member to send back their consent or refusal to the matter submitted for consideration after receipt of such communication.

- iii. The members shall send their replies to the Committee within 15 days after the expiry of the above mentioned period of 30 days. The committee shall scrutinize the replies received and announce the result within 5 days after the last date for receipt of replies, to the Managing Committee.
- iv. The result so announced shall be deemed to be the Resolution passed by the General Body of the Center and vote of opinion expressed in writing by members shall be deemed to be the same made at meeting of the General Body of the Center and shall be entered into the Minutes Book of the General Body Meeting.

7.5.1.6. RESOLUTION RECORD:

The Minutes Book recording the Proceedings and the Resolutions of the General Body shall be kept and maintained by the Secretary. An original copy of the Proceedings/Resolutions of the Annual General Body Meeting along with the Annual Report and Audited and Approved Statement of Accounts shall be submitted by the Centre to the Secretary General at the Headquarters of the Association before 15th May of each year.

7.5.2. EXTRA ORDINARY GENERAL BODY MEETING:

- a) The Chairman may at any time convene an Extra-Ordinary-General Body Meeting or shall on receipt of a requisition duly signed by not less one-third of the Members of the Managing Committee or one-tenth of the total number of Members on the rolls of the Association at the Center. Chairman alone has to convene such meeting, specifying Agenda of the Meeting, proceed to send notice of such meeting within ten days of receipt of such communication, and convene the meeting not later than forty days from the date of receipt of such requisition.
- b) Extra-Ordinary-General Body Meeting of the Center shall be held at a time and place decided by the Chairman of the Center.

7.5.2.1. NOTICES:

- a. Minimum twenty one (21) days clear notice of every Extra-Ordinary-General Body Meeting specifying the place, Date and Hour of the Meeting and the business proposed to be transacted there shall be given by the Chairman and such notices shall be signed by the Secretary.
- b. All notices of Annual General Body Meeting shall be sent to the latest registered e-mail address of every member. Sent mail document shall be deemed to be conclusive evidence of the notice to the members.

7.5.2.2. CONVENOR OF MEETING:

The Chairman of the Center is entitled to convene Extra-Ordinary General Body Meeting and shall do so whenever as directed by the Managing Committee.

7.5.2.3. CHAIRMAN OF THE EXTRA ORDINARY GENERAL BODY MEETING:

The Chairman of the Center, or in his absence Secretary, or in his absence, the Treasurer of the Center shall preside over all the Annual General Body Meetings. In absence of all the above, the members present, shall elect the Chairman from amongst the members present, to preside over the meeting.

7.5.2.4. QUORUM:

Twenty Members present shall constitute the Quorum at an Extra-Ordinary-General Body Meeting. If within thirty minutes from the time appointed for any Extra-Ordinary-General Body Meeting, Quorum is not present, the members who are present shall be deemed to be the Quorum and may transact all the business which a duly constituted meeting is authorized to transact subject to provision that at least 10 members are present.

7.5.2.5. RESOLUTION PROCEDURE:

- a. Members wishing to move the Resolution at any Extra-Ordinary-General Body Meeting shall give the Secretary minimum fifteen days (15) notice of their intention to do so before the date of meeting and forward at the same time a copy of the proposed Resolution.
- b. No business which has not been considered by the Managing Committee of which the Notice is not given to the Secretary as mentioned in the preceding clause, shall be considered at any Extra-Ordinary-General Body Meeting, unless the matter is of very urgent nature in the opinion of the Chairman.
- c. At all the Extra-Ordinary-General Body Meeting, all resolutions that require approval of the General Body, shall be decided by a majority vote of the Members present, each member having one vote to cast, either against or in favor of the Resolution. In the case of a tie, the Chairman of the Meeting shall have a casting vote.
- d. At any Extra-Ordinary-General Body Meeting, unless a poll is demanded by at least five members, declaration by the Chairman that a Resolution has been carried or lost and any entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact, without mention of the number or proposition of the votes recorded in favor of or against such resolution.
- e. The Chairman of the meeting shall be the sole conductor of the meeting who will regulate the affairs at his discretion, which included regulating the time allotted to each speaker and adjourning the meeting as and when necessary.
- f. The minute's book recording the proceedings and the Resolutions of the General Body shall be kept and maintained by the Secretary. The

Chairman of the next Extra-Ordinary-General Body Meeting shall sign the minutes of the preceding Extra-Ordinary-General Body Meeting.

- g. It shall be open to Managing Committee to ascertain the opinion or vote of the members on any matter except the election of the Office Bearers by making referendum or by obtaining written consent from the members on roll of the Association by following the procedure prescribed below:
 - i. The Managing Committee shall pass a Resolution to the effect that matter or matters specified in Resolution shall be referred to Members and for that purpose shall constitute a committee consisting of 5 persons, three from Managing Committee and two past Office Bearers of the Association.
 - ii. The committee so formed shall circulate the matter to the Members in accordance with requirements and exigencies of the circumstances to all Members by Registered post with acknowledgement due or by record acknowledgement with the delivery or by e-mail, giving 30 days' time to Member to send back their consent or refusal to the matter submitted for consideration after receipt of such communication.
 - iii. The members shall send their replies to the Committee within 15 days after the expiry of the above mentioned period of 30 days. The committee shall scrutinize the replies received and announce the result within 5 days after the last date for receipt of replies, to the Managing Committee.
 - iv. The result so announced shall be deemed to be the Resolution passed by the General Body of the Center and vote of opinion expressed in writing by members shall be deemed to be the same made at meeting of the Extra-Ordinary-General Body Meeting of the Center and shall be entered into the Minutes Book of the Extra-Ordinary-General Body Meeting.

7.5.2.6. RESOLUTION RECORD:

The Minutes Book recording the Proceedings and the Resolutions of the Extra-Ordinary-General Body Meeting shall be kept and maintained by the Secretary. An original copy of the Proceedings/Resolutions of the Extra-Ordinary-General Body Meeting shall be submitted by the Centre to the Secretary General at the Headquarters of the Association within fifteen days after the meeting. If any Centre fails to submit the same, Governing Council may de-recognize such Centers.

7.5.3. MANAGING COMMITTEE MEETINGS OF THE CENTER:

- a. The Managing Committee (MC) of the Centre shall meet once every two months or as often as necessary.

- b. One-third of the members of the Managing Committee, being necessary to form the quorum, provided that the MC Meeting is convened with Seven days clear notice.
- c. The Secretary will maintain the Minutes Book of the MC meetings. A copy of the Minutes of every Managing Committee Meeting shall invariably be sent by Centre to the Vice-President of the region concerned, and also to the Secretary General at the Association's headquarters.
- d. The MC is empowered to co-opt, from among the members of the Centre, a member to fill any temporary vacancy in the MC, provided however that such Member shall hold such office till the vacancy lasts or till the Annual General Body Meeting whichever is earlier.
- e. In case of the office of the Chairman, Secretary, Treasurer or any member of the Managing Committee, falling vacant by reasons of death, resignation, incapacity or otherwise, the Managing Committee shall appoint replacements for such office bearers, from amongst the members of the MC or the Centre who will hold office until the vacancy lasts or until the next Annual General Body Meeting of the Centre, provided however that the replacement of an elected office bearer is ratified by the General Body at the next Annual General Meeting
- f. The activities of the Centre shall be governed by the general guidelines, aims and objectives of the Association set forth herein.
- g. The Chairman of the Centre shall be the Ex-Officio Member of the Governing Council of the Association at Headquarters.

7.5.3.1. RESOLUTION RECORD:

The Minutes Book recording the Proceedings and the Resolutions of the Managing Committee Meeting shall be kept and maintained by the Secretary. An original copy of the Proceedings/Resolutions of the Extra-Ordinary-General Body Managing Committee Meeting shall be submitted by the Centre to the Secretary General at the Headquarters of the Association within fifteen days after the meeting. If any Centre fails to submit the same, Governing Council may de-recognize such Centers.

7.6. FUNDS AND ASSETS OF THE CENTER:

- a. Each Centre shall be entitled to a share in the membership subscriptions collected by the Association, as decided by the Governing Council.
- b. In case of surplus funds generated by the Centre by any of the activities done at the Centre, the same shall be shared proportionally as decided by the Governing Council between Headquarters and the Centre, and the Centre shall send the share amount so decided to the Headquarters, immediately on receipt of the decision of the apportionment.

- c. Immovable assets shall NOT be created in the name of the Center. However the assets can be amalgamated in the Headquarters account, but the Center can continue to enjoy the privileges accruing out of the Immovable asset so created.
- d. Funds and Assets shall comprise of the subscriptions paid by the Members, funds raised by the Center through its various activities and programs and any assets created by the Association with the funds raised, with permission of the Governing Council.
- e. With the permission of the Governing Council and the Annual General Body, Centers, may create a reserve fund (or funds) of suitable size from time to time for specific purposes.
- f. This fund can be created by a Center only from their share of surplus of income over expenditure in any financial year, after paying the Headquarters their share, and not from the share payable to Headquarters from the surplus of income over expenditure in any financial year.
- g. Amounts received for Sponsorships of specific awards, endowments and donations for specified purposes shall be kept in long-term fixed deposits in Nationalized Banks and only the interest received thereon shall be utilized, with the principal amounts remaining untouched.

7.7. ACCOUNTS AND FINANCE MANAGEMENT OF THE CENTER:

- a. The accounting year of the Association shall be from 1st April of the current year to 31st March of the following year. This shall be called as the financial year of the Association.
- b. Receipts and payments, Income and Expenditure Account and Balance Sheet, Imprest account, incorporating all details, shall be drawn for each accounting year and shall be duly audited and laid before the Annual General Body Meeting for the confirmation.
- c. Auditing of accounts of the Centers shall be completed before 30th April every year for the previous financial term, or before the Annual General Body Meeting of the Center whichever is earlier.
- d. Such Balance Sheet and the List of Committee Members shall be filed with the Headquarters on or before 31st May, every year to facilitate the filing of such mandatory documents with the Registrar of Societies as per Section 13 of the Karnataka Societies Registration Act 1960.
- e. If any Centre fails to submit the Audited Statement of Accounts for two consecutive years, with effect from 12th June 2015, the Governing Council SHALL de-recognize such Center/s with immediate effect, without even giving the case a hearing.
- f. All the monies of the Center shall be kept in a Scheduled Bank in the name of the “Association of Consulting Civil Engineers (India) – xxxxxx Center”.

- g. All deposits, Bank accounts, etc., shall be handled with care, causing no loss to the Association and the Center. All transactions shall have the concurrence of the Managing Committee, and the same shall be duly recorded in the minutes of meeting of the Committee.
- h. Except Savings Bank Account, Current Account and Fixed Deposits, no other form of fund management is permitted by the Centers.
- i. All Bank transactions shall be operated by the Treasurer and either the Chairman or Secretary.
- j. In the event of the Treasurer being away for a long period of time, he may delegate the power, in writing and with the approval of the Chairman, or in his absence the Secretary, to operate the account to any Member of the Managing Committee during his absence, with the concurrence of the Managing Committee.
- k. **The Centre shall not leave any financial liability at the end of financial year.**
- l. **ONLY** the Governing Council shall have powers to receive donations in Cash or otherwise, accept Gifts, Trophies from a trust with Terms and Conditions not inconsistent with these Bye Laws and subject to the concurrence of General Body and Centers shall not involve themselves in any such activities.
- m. **ONLY** the Governing Council shall have powers to create special funds and Organizations for the management of the same as it deems fit for the furtherance of Civil Engineering Activity, such as Development of Technology, Publication of Journals, etc., all such offers shall be dealt by the Headquarters and Centers shall not involve themselves in any such activities.
- n. All books of financial records of the Centers should be kept open for inspection and scrutiny by Chairman – Finance Committee or his authorized representative, Accountant of the Headquarters and the Auditors duly appointed by the General Body at all times.

7.8. **ADMINISTRATION AND MANAGEMENT:**

THE TERMS OF THE MANAGING COMMITTEE SHALL BE AS FOLLOWS:

- a) The term of Managing Committee shall be for a period of two years, the elections being held for all the posts simultaneously.
- b) The First Meeting of any newly elected Managing Committee shall be called, as soon as possible, after the Annual General Body Meeting at which their elections have been declared and confirmed as per Section 6.
- c) The Managing Committee for the reasons of convenience and expediency and exigencies may authorize or delegate such of its Power and Authority to various Office bearers and other Members of the Managing Committee or to other members of the Association as may be necessary or appoint necessary staff for

conducting the activities of the Association on such terms and conditions as may deem fit. **“No resolution of the Managing Committee or its office bearers shall invalidate any prior acts performed by any previous Managing Committee or its respective office bearers, unless approved in the Annual General Body Meeting held subsequently, when proved, such resolution being detrimental to the interests of the Association and its objectives.”**

- d) Each Committee Chairman can co-opt sufficient number of Members in the Committee and/or appoint sub-Committees for implementation of the activity of that Committee.
- e) In order to co-ordinate and direct the activities of the various Committees as well as Convener of various committees, the Chairman, in consultation with the Secretary and/or the Managing Committee shall nominate a Director Co-ordinator (D.C). The person nominated as D.C **need** not be a member of the Association.
- f) The term of the Chairman shall cease on the termination of his membership as provided for under Cl: 4.12.2 of the Rules and Regulations. The Chairman can also tender his resignation to the position of Chairman retaining his membership. All such resignations shall be routed through the Secretary.
- g) The Managing Committee is empowered to co-opt, from among the members of the Association, a member to fill any temporary vacancy in the Managing Committee, provided however that such Member shall hold such office till the vacancy lasts or till the Annual General Body Meeting whichever is earlier.
- h) The Managing Committee shall meet at least once every two months or as often as necessary. One-third of the Members of the Managing Committee are necessary to form the quorum provided that the meeting shall be convened with seven days clear notice.
- i) A Special Meeting of the Managing Committee shall be convened on requisition by at least ten members of the Association and specifying items to be taken on the Agenda of the meeting.
- j) In case of urgency or at the discretion of the Chairman or Secretary, the Managing Committee has powers to pass Resolutions by circulation. The Resolution shall be circulated to Members of the Managing Committee present at that time in Headquarters of the Association and take such action thereon as the majority of the Members under signature on the Circular signify.
- k) The Chairman, and/or the Secretary shall have power to call the Meetings of the Managing Committee, specifying venue and agenda, by giving seven days notice.
- l) The Managing Committee shall from time to time cause to circulate the representation to the Authorities and its result or other important decisions to the members

- m) The Chairman, or in his absence Secretary of the Association shall preside at the Meetings of the Managing Committee and in their absence, the Members present shall elect the chairman from amongst them to preside at the meeting.
- n) All matters submitted to the Managing Committee shall be decided by the vote of majority. In the event of equal number (tie) of votes for or against, the Chairman of the meeting shall have the casting vote.
- o) **If any member of the Managing Committee remains absent for two consecutive meetings of the Managing Committee without intimation, then the Managing Committee, at its discretion may remove him and appoint another member in his place provided that the Managing Committee may, at its discretion, permit Leave of Absence (LOA) to any of its members for any period should he request such LOA for his inability to attend a meeting for any valid reason.**
- p) Subject to general control of the General Body and the restrictions imposed in these presents, the Managing Committee shall be the Governing Body of the Center and shall exercise all such powers and do all such acts as may be necessary in the furtherance of the Aims and Objects of the Associations and for the Regulation of its Activities as they shall think proper provided such action is not inconsistent with the Memorandum of the Association or the Rules and Regulations or any other Directions that may have been given by any General Body Meeting, Provided that the GC shall have powers to take decision in all financial matters like Maintenance Expenditure, Administrative Expenses in respect of conduct of Seminars/Workshops, Lectures, Honoraria, etc., except Capital Expenditure such as Hire or Purchase of Buildings and Purchase of other Assets which shall be restricted to a ceiling of Rs. One Lakh only in any financial year.
- However this excludes any planned activity for the year which should necessarily have the approval of the General Body of the Center and the Governing Council of the Headquarters.
- q) The Vice President of the region shall help stimulate the activities of the Centers and help increase the membership.
- r) In the event of the post of the Vice President falling vacant due to any reason whatsoever the Governing Council will nominate/elect one of the Vice-Presidents to be the Vice President of the Region for the remainder of the term till the next elections are held.
- s) In case of the office of the Chairman or Secretary or Treasurer falling vacant by reasons of death, resignation, incapacity or otherwise, the Managing Committee shall appoint such office Bearer/s as mentioned in Cl. 5.2 to fill the vacancy, provided that the appointment of the replacement is ratified by the General Body at the next Annual General Meeting

7.9. DUTIES AND RESPONSIBILITES OF OFFICE BEARERS:

7.9.1. TREASURER:

The Treasurer shall scrupulously maintain the accounts of the Center, keep ready and correct up-to-date accounts of expenditure and income, get accounts audited, prepare balance sheets, deal and coordinate with auditors, statutory authorities etc., collect subscriptions, donations, and other funds received by the Association and deposit them in Scheduled Banks and use the interest amounts to meet the sundry day-to-day expenses of the Association. The Treasurer shall invest the funds as stated in Cl. 7.6 and 7.7 under Bye-Laws and Rules and Regulation.

7.9.2. SECRETARY:

- a. The Secretary shall be responsible for conducting the day to day activities of the Center of the Association and for co-ordination with other Centers and Headquarters.
- b. In the event of the Secretary being away for a long period of time, the Chairman may nominate one of the members of Managing Committee to discharge the duties of the Secretary with due approval from the Managing Committee.
- c. Secretary shall in consultation with the Chairman fix the Agenda of the Managing Committee and of Annual General Body Meeting, and shall likewise fix the respective dates thereof.
- d. Secretary shall be the Convener of all Meetings of the Center.
- e. Secretary shall keep proper Minutes of the Proceedings of all such Meetings.

7.9.3. CHAIRMAN:

- a. The Chairman with the help of the Secretary shall be responsible for conducting the day to day activities of the Center of the Association and for co-ordination with other Centers and Headquarters.
- b. In the event of the Chairman being away for a long period of time, the Managing Committee may nominate one of the members of Managing Committee to discharge the duties of the Chairman with due approval from the Managing Committee.
- c. Chairman shall in consultation with the Secretary fix the Agenda of the Managing Committee and of Annual General Body Meeting, and shall likewise fix the respective dates thereof.
- d. Chairman shall chair all Meetings of the Center.

7.10. DISSOLUTION OF MANAGING COMMITTEE OF THE CENTER:

- a. Under exceptional circumstances, the Governing Council, on due resolution, through the President of the Association shall have the right to supersede the Managing Committee of any Centre. Such an action shall have to be invariably brought to the notice of the General Body at the Annual General Body Meeting.
- b. However such instances must be few and far between and shall not be resorted to unless otherwise necessitated by compelling circumstances affecting the Fiscal discipline, Constitution, Image or Survival of the Association.

7.11. REVOCATION OF A CENTER:

- a. Failure of a Center to maintain a minimum level of activity, as laid down in the Center Manual, shall place the Center on probation and the Center Chairman and the Regional Vice-President shall be so informed.
- b. If the required level of activity is not attained even during the year in succession, the Center may be revoked by the General Body, on the recommendation of the Governing Council.
- c. The Governing Council may however modify or waive the minimal level of activity in extraordinary circumstances and declare the period for which this is applicable.

7.12. JOINT PROGRAMES WITH HEADQUARTES OR WITH OTHER CENTERS:

- a. Centers are permitted to undertake Twinning Programs either with the Headquarters or with other Center/s.
- b. The program shall be conducted on a mutually agreed, accepted, documented and signed minimum rules and regulations much before the initiation of the Program, by all parties concerned, with greater emphasis on importance of the event, finance management, event management, etc., keeping the fame, name and stature of the Association paramount.
- c. The event shall be conducted on an equal partnership basis on all domains of hosting an event, with equal weightage being given to participating parties and for all activities pertaining to the event.
- d. **The event shall not leave any financial liability at the end either on the Headquarter or on the Center/s.**
- e. **All rules and regulations regarding Funds and Assets, Finance, Accounting and Finance management of the Association in vogue at the time of the event are applicable without any modification for the event.**
- f. **All parties are bound by such rules and regulation, as far as the finance part of the event is concerned. Further all expenditure pertaining to the event shall be discussed by the Governing Council and approved, as the stakes of more than one entity is involved.**

- g. **In case of any dispute between the parties, the decision of the Full Governing Council will be binding on all the parties' concerned, arrived at after due hearing of the statement of claim of all parties concerned before the Governing Council.**

The conduct of the Centre/s or any member of the Centre is subject to Bye-Laws, Rules and Regulations of the Association and Indian laws in vogue at all times.

8. HEADQUARTERS:

8.1. Membership and Elections:

- a. Any member of ACCE (I) with his mailing address in the territorial limits of a Center may elect to affiliate with any other Center and so express at the time of payment of annual dues.
- b. A member may, however, affiliate with any contiguous Center of his choice, with the approval of the Governing Council.
- c. A change in mailing address, when recorded by the ACCE (I) shall cause the eligibility for the member's affiliation to revert to the Center corresponding to his new mailing address.
- d. The term of the Governing Council shall be for a period of two years. Elections to be held for all the posts simultaneously, in the year in which elections fall due.
- e. All rules regarding the Elections shall be followed in true spirit.

8.2. Finances:

- a. The Headquarters shall submit its adopted budget for the current year to the General Body not later than July 15th of each year. The General Body shall vote an allowance, guided by the Center Budget. However, actual payment shall take into account the allowance voted in the previous year that remained surplus due to shortfall in the activities.
- b. The allowance voted to meet the ordinary expenses shall however be subject to a maximum of one-third of the dues collected from members of all grades, except the Student grade, who have elected to affiliate with the Center, as at the end of the previous year.
- c. Headquarters may collect voluntary contributions from its membership to meet emergency or extraordinary expenses.
- d. The Headquarters may also serve non-members or groups wishing to receive meeting announcements and publications and collect amounts to meet the expenses.

8.2.1. Contribution by HQ to Centers:

- a. The membership fees collected by the Association and maintained by the Headquarters shall be kept in a separate Corpus fund so created for this specific purpose.
- b. This money shall be maintained in a separate fixed deposit account in a scheduled bank by the Headquarters.
- c. This fund shall not be utilized for any activity under any circumstances, more so it cannot be pledged, or loans availed against it for any activity of the Association.
- d. Out of the annual interest earned on this fund from the bank, centers are entitled to 40 percent share, distributed proportionally amongst all the centers based on their membership.
- e. The rest of the 60 percent shall be used by the Headquarters for furthering the activities of the Association and day to day running of the Association, including payout of salaries for the employees of the Association.

8.3. Headquarters not to Form Independent Trust or Other Entity:

- a. Association is registered under the Karnataka Societies Registration Act and is a legal entity and hence Centre cannot create any independent trust or other such entity on its own without the prior permission of the General Body.
- b. In the event of such a necessity, the General Body can authorize the Governing Council of the Association to create such a trust only for a specific purpose. **“The Trust or independent entity shall be created by the HQ with its President and the Secretary General as signatories”.**
- c. However, such an independent entity or Trust shall at all times fully comply and be in accordance with prevailing Laws, Statutes and Regulations.

8.4. Reports:

Headquarters shall submit the annual activities report and audited statement of accounts for incorporation in the ACCE (I) annual activities report and the ACCE (I) accounts, during the Annual General Body Meeting, the records having been posted to last registered mailing address, at least thirty days in advance of the proposed Annual General Body Meeting.

8.5. GENERAL BODY AND OTHER MEETINGS:

The General Body of the Association shall consist of all Members who are eligible to vote as per Bye-Law.

8.5.1. ANNUAL GENERAL BODY MEETING:

Annual General Body Meeting of the Headquarters shall be held at a time and place decided by the Governing Council of the Headquarters on the Second Saturday of July, after the financial year closure of the Association to transact the following business:

- a. To receive and consider the report of the Governing Council on the affairs of the Headquarters during the preceding year.
- b. To receive and consider the audited accounts of the Headquarters for the previous year.
- c. To install the office Bearers elected in accordance with Section 6.
- d. To appoint Auditors for the next financial year.
- e. To transact any other business duly brought forward with the consent of the President.

8.5.1.1. NOTICES:

- a. Minimum twenty one (21) days notice of every Annual General Body Meeting specifying the place, Date and Hour of the Meeting and the business proposed to be transacted there shall be given by the Governing Council and such notices shall be signed by the Secretary General.
- b. All notices of Annual General Body Meeting shall be sent to the latest registered e-mail address of every member. Sent mail document shall be deemed to be conclusive evidence of the notice to the members.

8.5.1.2. CONVENOR OF MEETING:

The President is entitled to convene Annual General Body Meeting and shall do so whenever directed by the Governing Council.

8.5.1.3. CHAIRMAN OF THE ANNUAL GENERAL MEETING:

The President, or in his absence Secretary General, or in his absence, the Treasurer of the Headquarters shall preside over all the Annual General Body Meetings. In absence of all the above, the members present, shall elect the Chairman from amongst the members present, to preside over the meeting.

8.5.1.4. QUORUM:

Fifty Members present shall constitute the Quorum at an Annual General Body Meeting. If within thirty minutes from the time appointed for any Annual General Body Meeting, Quorum is not present, the members who are present shall be deemed to be the Quorum and may transact all the business which a duly constituted meeting is authorized to transact subject to provision that at least 10 members are present.

8.5.1.5. RESOLUTION PROCEDURE

- a. Members wishing to move the Resolution at any General Body Meeting shall give the Secretary General minimum fifteen days (15) notice of their intention to do so before the date of meeting and forward at the same time a copy of the proposed Resolution.
- b. No business which has not been considered by the Governing Council of which the Notice is not given to the Secretary General as mentioned in the preceding clause, shall be considered at any Annual General Body Meeting, unless the matter is of very urgent nature in the opinion of the Chairman.
- c. At all the Annual General Body Meetings, all resolutions that require approval of the General Body, shall be decided by a majority vote of the Members present, each member having one vote to cast, either against or in favor of the Resolution. In the case of a tie, the Chairman of the Meeting shall have a casting vote.
- d. At any Annual General Meeting, unless a poll is demanded by at least five members, declaration by the Chairman that a Resolution has been carried or lost and any entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact, without mention of the number or proposition of the votes recorded in favor of or against such resolution.
- e. The Chairman of the meeting shall be the sole conductor of the meeting who will regulate the affairs at his discretion, which included regulating the time allotted to each speaker and adjourning the meeting as and when necessary.
- f. The minute's book recording the proceedings and the Resolutions of the General Body shall be kept and maintained by the Secretary General. The Chairman of the next Annual General Meeting shall sign the minutes of the preceding Annual General Meeting.
- g. It shall be open to Governing Council to ascertain the opinion or vote of the members on any matter, except the election of the Office Bearers by making referendum or by obtaining written consent from the members on roll of the Association by following the procedure prescribed below:
 - i. The Governing Council shall pass a Resolution to the effect that matter or matters specified in Resolution shall be referred to Members and for that purpose shall constitute a committee consisting of 5 persons, three from Governing Council and two past Office Bearers of the Association.
 - ii. The committee so formed shall circulate the matter to the Members in accordance with requirements and exigencies of the circumstances to all Members by Registered post with acknowledgement due or by record acknowledgement with the

delivery or by e-mail, giving clear 30 days' time to Member to send back their consent or refusal to the matter submitted for consideration after receipt of such communication.

- iii. The members shall send their replies to the Committee within 15 days after the expiry of the above mentioned period of 30 days. The committee shall scrutinize the replies received and announce the result within 5 days after the last date for receipt of replies, to the Managing Committee.
- iv. The result so announced shall be deemed to be the Resolution passed by the General Body of the Headquarters and vote of opinion expressed in writing by members shall be deemed to be the same made at meeting of the General Body of the Center and shall be entered into the Minutes Book of the General Body Meeting.

8.5.1.6. RESOLUTION RECORD:

The Minutes Book recording the Proceedings and the Resolutions of the General Body shall be kept and maintained by the Secretary General. Original copy of the Proceedings/Resolutions of the Annual General Body Meeting along with the Annual Report and Audited and Approved Statement of Accounts shall be kept ready at the Headquarters of the Association before 15th July of each year.

8.5.2. EXTRA ORDINARY GENERAL BODY MEETING:

- a. The President may at any time convene an Extra-Ordinary-General Body Meeting or shall on receipt of a requisition duly signed by not less one-third of the Members of the Governing Council or one-tenth of the total number of Members on the rolls of the Association. President alone has to convene such meeting, specifying Agenda of the Meeting, proceed to send notice of such meeting within ten days of receipt of such communication, and convene the meeting not later than forty days from the date of receipt of such requisition.
- b. Extra-Ordinary-General Body Meeting of the Headquarters shall be held at a time and place decided by the Governing Council of the Headquarters.

8.5.2.1. NOTICES:

- a. Minimum twenty one (21) days' notice of every Extra-Ordinary-General Body Meeting specifying the place, Date and Hour of the Meeting and the business proposed to be transacted there shall be given by the Governing Council and such notices shall be signed by the Secretary General.
- b. All notices of Annual General Body Meeting shall be sent to the latest registered e-mail address of every member. Sent mail document shall be deemed to be conclusive evidence of the notice to the members.

8.5.2.2. CONVENOR OF MEETING:

The President is entitled to convene Extra-Ordinary General Body Meeting and shall do so whenever directed by the Governing Council.

8.5.2.3. CHAIRMAN OF THE EXTRA ORDINARY GENERAL BODY MEETING:

The President, or in his absence Secretary General, or in his absence, the Treasurer of the Headquarters shall preside over all the Extra-Ordinary-General Body Meetings. In absence of all the above, the members present, shall elect the Chairman from amongst the members present, to preside over the meeting.

8.5.2.4. QUORUM:

Fifty Members present shall constitute the Quorum at an Extra-Ordinary-General Body Meeting. If within thirty minutes from the time appointed for any Extra-Ordinary-General Body Meeting, Quorum is not present, the members who are present shall be deemed to be the Quorum and may transact all the business which a duly constituted meeting is authorized to transact subject to provision that at least 10 members are present.

8.5.2.5. RESOLUTION PROCEDURE:

- a. Members wishing to move the Resolution at any Extra-Ordinary-General Body Meeting shall give the Secretary General minimum fifteen days (15) clear notice of their intention to do so before the date of meeting and forward at the same time a copy of the proposed Resolution.
- b. No business which has not been considered by the Governing Council of which the Notice is not given to the Secretary General as mentioned in the preceding clause, shall be considered at any Extra-Ordinary-General Body Meeting, unless the matter is of very urgent nature in the opinion of the Chairman.
- c. At all the Extra-Ordinary-General Body Meeting, all resolutions that require approval of the General Body, shall be decided by a majority vote of the Members present, each member having one vote to cast, either against or in favor of the Resolution. In the case of a tie, the Chairman of the Meeting shall have a casting vote.
- d. At any Extra-Ordinary-General Body Meeting, unless a poll is demanded by at least five members, declaration by the Chairman that a Resolution has been carried or lost and any entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact, without mention of the number or proposition of the votes recorded in favor of or against such resolution.
- e. The Chairman of the meeting shall be the sole conductor of the meeting who will regulate the affairs at his discretion, which included regulating

the time allotted to each speaker and adjourning the meeting as and when necessary.

- f. The minute's book recording the proceedings and the Resolutions of the Extra-Ordinary-General Body shall be kept and maintained by the Secretary General. The Chairman of the next Extra-Ordinary-General Body Meeting shall sign the minutes of the preceding Extra-Ordinary-General Body Meeting.
 - i. The Governing Council shall pass a Resolution to the effect that matter or matters specified in Resolution shall be referred to Members and for that purpose shall constitute a committee consisting of 5 persons, three from Managing Committee and two past Office Bearers of the Association.
 - ii. The committee so formed shall circulate the matter to the Members in accordance with requirements and exigencies of the circumstances to all Members by Registered post with acknowledgement due or by record acknowledgement with the delivery or by e-mail, giving clear 30 days' time to Member to send back their consent or refusal to the matter submitted for consideration after receipt of such communication.
 - iii. The members shall send their replies to the Committee within 15 days after the expiry of the above mentioned period of 30 days. The committee shall scrutinize the replies received and announce the result within 5 days after the last date for receipt of replies, to the Managing Committee.
 - iv. The result so announced shall be deemed to be the Resolution passed by the General Body of the Headquarters and vote of opinion expressed in writing by members shall be deemed to be the same made at meeting of the Extra-Ordinary-General Body Meeting of the Center and shall be entered into the Minutes Book of the Extra-Ordinary-General Body Meeting.

8.5.2.6. RESOLUTION RECORD:

The Minutes Book recording the Proceedings and the Resolutions of the Extra-Ordinary-General Body Meeting shall be kept and maintained by the Secretary. An original copy of the Proceedings/Resolutions of the Extra-Ordinary-General Body Meeting shall be submitted by the Centre to the Secretary General at the Headquarters of the Association within fifteen days after the meeting.

8.5.3. TERMS OF GOVERNING COUNCIL:

- a. The First Meeting of any newly elected Governing Council shall be called, as soon as possible, after the Annual General Body Meeting at which their elections have been declared and confirmed as per Clause 4.9.

- b. The Governing Council for the reasons of convenience and expediency and exigencies may authorize or delegate such of its Power and Authority to various Office bearers and other Members of the Governing Council or to other members of the Association as may be necessary or appoint necessary staff for conducting the activities of the Association on such terms and conditions as may deem fit. No resolution of the Governing Council or its office bearers shall invalidate any prior acts performed by any previous GC or its respective office bearers.
- c. In order to promote the Aims and Objects of the Association, the President, in Consultation with the Secretary General and/or the Governing Council shall constitute as many Committees as may be required. The Chairman of each Committee shall be nominated from among the members of the Association. Each Chairman of the Committee so nominated shall be responsible for furtherance of the activities of the Committee.
- d. Each Committee Chairman can co-opt sufficient number of Members in the Committee and/or appoint sub-Committees for implementation of the activity of that Committee.
- e. In order to co-ordinate and direct the activities of the various chairmen of Committees as well as Chairmen of various Centers, the President, in consultation with the Secretary General and/or the Governing Council shall nominate a Director Co-ordination (D.C). The person nominated as D.C need not be a member of the Association. The D.C will be stationed at the headquarters of the Association. However the Governing Council may permit a change in the stationing of the D.C. depending on the circumstances.
- f. The term of the President shall cease on the termination of his membership as provided for under Rule 3.3 of the Rules and Regulations. The President can also tender his resignation to the position of President retaining his membership. All such resignations shall be routed through the Secretary General.
- g. The Governing Council from amongst its own members or from amongst the members of the Association shall appoint sub-committees for any purpose it may deem necessary and make necessary rules and regulations at its discretion to conduct the business of the sub-committees.
- h. The Governing Council is empowered to co-opt, from among the members of the Association, a member to fill any temporary vacancy in the Governing Council, provided however that such Member shall hold such office till the vacancy lasts or till the Annual General Body Meeting whichever is earlier, except as provided in Cl. 8.3.6.
- i. In case of the office of the Vice-President, Treasurer or Secretary General falling vacant by reasons of death, resignation, incapacity or otherwise, the Governing Council shall appoint such office Bearer/s as mentioned in Cl. 8.3.5 to fill the vacancy, provided that the appointment of the replacement is ratified by the General Body at the next Annual General Meeting.

- j. The Governing Council shall meet at least once in three months or as often as necessary. Three Members are necessary to form the quorum provided that the meeting shall be convened with seven days clear notice. The meetings of the Governing Council shall be held in the months of January, April, July and October every year.
- k. In case of urgency or at the discretion of the President or Secretary General, the Governing Council has powers to pass Resolutions by circulation. The Resolution shall be circulated to Members of the Governing Council present at that time in Headquarters of the Association and take such action thereon as the majority of the Members under signature on the Circular signify.
- l. The President, and/or the Secretary General shall have power to call the Meetings of the Governing Council, specifying venue and agenda, by giving seven days clear notice.
- m. A Special Meeting of the Governing Council shall be convened on requisition by at least ten members of the Association and specifying items to be taken on the Agenda of the meeting.
- n. The Governing Council shall from time to time cause to circulate the representation to the Authorities and its result or other important decisions to the members.
- o. The President, in his absence one of the Vice Presidents nominated by the President shall preside at the Meetings of the Governing Council and in their absence, the Members present shall elect the chairman from amongst them to preside at the meeting.
- p. All matters submitted to the Governing Council shall be decided by the vote of majority. In the event of equal number (tie) of votes for or against, the Chairman of the meeting shall have the casting vote.
- q. If any member of the Governing Council remains absent for three consecutive meetings of the Governing Council without intimation, then the Governing Council, at its discretion may remove him/her and appoint another member in his/her place provided that the Governing Council may, at its discretion, permit Leave of Absence to any of its members for any period should he request such Leave of Absence for his/her inability to attend a meeting for any valid reason.
- r. The Vice President of the region shall help stimulate the activities of the Centers and help increase the membership.
- s. In the event of the post of the President falling vacant due to any reason whatsoever the Governing Council will nominate/elect one of the Vice-Presidents to be the President for the remainder of the term till the next elections are held.

- t. Subject to general control of the General Body and the restrictions imposed in these presents, the Governing Council shall be the Governing Body of the Association and shall exercise all such powers and do all such acts as may be necessary in the furtherance of the Aims and Objects of the Associations and for the Regulation of its Activities as they shall think proper provided such action is not inconsistent with the Memorandum of the Association or the Rules and Regulations or any other Directions that may have been given by any General Body Meeting, Provided that the Governing Council shall have powers to take decision in all financial matters like Maintenance Expenditure, Administrative Expenses in respect of conduct of Seminars/Workshops, Lectures, Honoraria, etc., except Capital Expenditure such as Hire or Purchase of Buildings and Purchase of other Assets which shall be restricted to a ceiling of Rs. One Lakh only in any financial year.
- u. Provided that the Governing Council shall have powers to receive donations in Cash or otherwise, accept Gifts, Trophies from a trust with Terms and Conditions not inconsistent with these Bye Laws and subject to the concurrence of General Body without prior sanctions of the General Body, and to create special funds and Organizations for the management of the same as it deems fit for the furtherance of Civil Engineering Activity, such as Development of Technology, Publication of Journals, etc.

8.5.3.1. **POWERS OF THE GOVERNING COUNCIL:**

- a. To supervise the work of the Headquarters and the Centers.
- b. To summon ordinary meetings of the Governing Council.
- c. To cause, amend, prepare and present the Annual Report, Audited Balance Sheet, etc.,
- d. To decisions on all matters pertaining to associating with all other Professional Bodies in the Country at all levels, for all matters of common concern, after due deliberations in the Governing Council meeting and approval from the General Body of the Association.

8.5.3.2. **RESOLUTION RECORD:**

- a. The Minutes Book recording the Proceedings and the Resolutions of the Governing Council Meeting shall be kept and maintained by the Secretary General.
- b. Minutes of the meeting shall be circulated to all the members of the Governing Council within fifteen days after the meeting.

8.6. **DUTIES AND RESPONSIBILITES OF OFFICE BEARERS:**

8.6.1. **TREASURER:**

The Treasurer shall scrupulously maintain the accounts of the Center, keep ready and correct up-to-date accounts of expenditure and income, get accounts audited, prepare balance sheets, deal and coordinate with auditors, statutory authorities etc., collect subscriptions, donations, and other funds received by the Association and deposit them in Scheduled Banks and use the interest amounts to meet the sundry day-to-day expenses of the Association. The Treasurer shall invest the funds as stated in Cl. 8.2 and 8.3 under Bye-Laws and Rules and Regulation.

8.6.2. **SECRETARY GENERAL:**

1. The Secretary General shall be responsible for conducting the day to day activities of the Headquarters of the Association and for co-ordination with other Centers and Headquarters.
2. In the event of the Secretary General being away for a long period of time, the President may nominate one of the members of Managing Committee to discharge the duties of the Secretary General with due approval from the Governing Council.
3. Secretary General shall in consultation with the President fix the Agenda of the Governing Council and of Annual General Body Meeting, and shall likewise fix the respective dates thereof.
4. Secretary General shall be the Convener of all Meetings of the Association at Headquarters.
5. Secretary General shall keep proper Minutes of the Proceedings of all such Meetings.

8.6.3. **PRESIDENT:**

1. The President with the help of the Secretary General shall be responsible for conducting the day to day activities of the Center of the Association and for co-ordination with other Centers and Headquarters.
2. In the event of the President being away for a long period of time, the Governing Council may nominate one of the Vice Presidents to discharge the duties of the President, and in their absence the members of Governing Council may nominate one amongst to discharge the duties of the President with due approval from the Governing Council.
3. President shall in consultation with the Secretary General fix the Agenda of the Governing Council and of Annual General Body Meeting, and shall likewise fix the respective dates thereof.
4. President shall chair all Meetings of the Association at the Headquarters.

8.7. **FUNDS AND ASSETS OF THE HEADQUARTERS:**

- a. Each Centre shall be entitled to a share in the membership subscriptions collected by the Association, as decided by the Governing Council.
- b. All assets shall be created in the name of the “Association of Consulting Civil Engineers (India)”.
- c. Funds and Assets shall comprise of the subscriptions paid by the Members, funds raised by the Headquarters through its various activities and programs and any assets created by the Association with the funds raised, with permission of the Governing Council.
- d. With the permission of the Governing Council, Headquarters, may create a reserve fund (or funds) of suitable size from time to time for specific purposes.
- e. Amounts received for Sponsorships of specific awards, endowments and donations for specified purposes shall be kept in long-term fixed deposits in Nationalized Banks and only the interest received thereon shall be utilized, with the principal amounts remaining untouched.

8.8. ACCOUNTS AND FINANCE MANAGEMENT OF THE HEADQUARTERS:

- a. The accounting year of the Association shall be from 1st April of the current year to 31st March of the following year. This shall be called as the financial year of the Association.
- b. Receipts and payments, Income and Expenditure Account and Balance Sheet, Imprest account, incorporating all details, shall be drawn for each accounting year and shall be duly audited and laid before the Annual General Body Meeting for the confirmation.
- c. Auditing of accounts of the Centers shall be completed before 15th of May every year for the previous financial term, or before the Annual General Body Meeting of the Center whichever is earlier. The consolidated statement of Accounts of all the Centers put together, to have the consolidated audited statement of accounts, shall be completed before 15th June every year.
- d. Such Balance Sheet and the List of Committee Members shall be filed on or before 31st July, every year to facilitate the filing of such mandatory documents with the Registrar of Societies as per Section 13 of the Karnataka Societies Registration Act 1960.
- e. All the monies of the Headquarters shall be kept in a Scheduled Bank in the name of the “Association of Consulting Civil Engineers (India) – Headquarters”.
- f. All deposits, Bank accounts, etc., shall be handled with care, causing no loss to the Association and the Center. All transactions shall have the concurrence of the Governing Council, and the same shall be duly recorded in the minutes of meeting of the Governing Council.
- g. Except Savings Bank Account, Current Account and Fixed Deposits, no other form of fund management is permitted.

- h. All Bank transactions shall be operated by the Treasurer and either the President or Secretary General.
- i. In the event of the Treasurer being away for a long period of time, he may delegate the power, in writing and with the approval of the President, or in his absence the Secretary General, to operate the account to any Member of the Governing Council during his absence, with the concurrence of the Governing Council.
- j. **The Headquarters shall not have any financial liability at the end of financial year.**
- k. **ONLY** the Governing Council shall have powers to receive donations in Cash or otherwise, accept Gifts, Trophies from a trust with Terms and Conditions not inconsistent with these Bye Laws and subject to the concurrence of General Body.
- l. **ONLY** the Governing Council shall have powers to create special funds and Organizations for the management of the same as it deems fit for the furtherance of Civil Engineering Activity, such as Development of Technology, Publication of Journals, etc., all such offers shall be dealt by the Headquarters.
- m. All books of financial records of the Centers should be kept open for inspection and scrutiny by Chairman – Finance Committee or his authorized representative, Accountant of the Headquarters and the Auditors duly appointed by the General Body at all times.

9. LAW:

Anything not provided for in this Constitution and Byelaws shall be in accordance with Indian Law on the subject.

10. JURISDICTION:

Any legal petition concerning the Association and its business shall be filed only in courts having jurisdiction over Bangalore where the Headquarters at present is situated. For filing any such petition prior sanction of the Governing Council shall have to be obtained.

11. ASSOCIATION SEAL:

- a. The Governing Council shall forthwith provide a common Seal of the Association for use by the Association and shall have power from time to time to destroy the same and substitute a new seal in lieu thereof. The GC shall provide for the safe custody of the seal with the Secretary General and it shall not be used except by the written authority of the GC and in the presence of the President and/or Vice-President of the Association.
- b. Deeds, Bonds and other legal documents and contracts under Seal made on behalf of the Association and signed by the President and Vice President and countersigned by the Secretary General or the person acting as Secretary General, shall be deemed to be duly executed and legally binding on the Association.

12. AMENDMENTS:

- a. No proposal for change of Bye-Laws, Rules and Regulations shall be deliberated at any meeting of the Governing Council, unless the proposed changes/alteration has been circulated to all the Members for opinion and unless due notice of it has been given in the agenda of the meeting of the Governing Council.
- b. Proposal for amendment may also be proposed by a petition signed by at least one hundred Voting Members during the Annual General Body Meeting, with due notice to the Secretary General of the intention to do so.
- c. The schedule of balloting and declaration of results shall follow thereafter.
- d. Any amendment to the Bye-Laws, Rules and Regulations will be valid only when approved by three-fourth majority of the members present and voting at the Annual General body Meeting or Extra Ordinary General body Meeting of the Association and shall come into effect immediately after it is passed, unless otherwise specified for reasons, based on the conditions considered, deliberated and imposed during the Annual General body Meeting, or Extra Ordinary General body Meeting of the Association.
- e. Any change with regard to the Bye-Laws, Rules and Regulations shall be informed to the Registrar of Societies for approval. No resolution for amendment to the Bye-Laws, Rules and Regulations be forwarded to the Registrar of Societies unless approved at the Annual General body Meeting or Extra Ordinary General body Meeting of the Association. Any resolution or amendment to the Bye-Laws, Rules and Regulations having special reference to any of the Centre/s, may be forwarded by the Head Quarters to the concerned Centre/s only with the prior approval of the Annual General body.
- f. Whenever there is a dispute in interpretation of Articles and Bye-laws of this constitution, the decision of the Governing Council and the Annual General Body shall be final and binding on all the Members and Centers.
- g. Based on the amendments adopted by the General Body, the Governing Council is authorized to make suitable renumbering, groupings and changes in the Constitution, Byelaws and Center Byelaws to ensure consistency, language correctness and appropriateness.
- h. Whenever there is a dispute in interpretation of Articles and Bye-laws of this constitution with regard to Elections, after the Election process has been set in motion, the decision of the Returning Officer shall be final and binding on all the Members and Centers.
- i. After the notification of the Elections in an election year, the then set of current Office bearers and the Governing Council shall not interfere in the electoral process and shall position themselves neutral, with respect to the interpretation of the Bye-Laws.

- j. Amendments shall take effect thirty days after adoption. However, the status of a member of the EC already in office, shall not be effected by an amendment. The member shall continue to serve in that capacity till the term of office expires.
- k. If urgency so requires, the Governing Council may direct a special ballot to be held to decide on proposed Amendments, independently of the schedule for the Annual General Body Meeting, for which:
 - i. A copy of such amendment, if lawful, shall be mailed with a ballot to each Voting Member, as specified in the Byelaws.
 - ii. A vote of at least one half of all the ballots cast in favor of the amendment, provided the number of votes in favor is not less than two hundred, shall be necessary for its adoption. The membership shall be notified of the result of the voting, at the earliest, through a publication distributed to all the members.
 - iii. However all rules listed under 12. AMENDMENTS –e, f, g, h, I, and j above, shall be followed for adaption of the accepted amendment/s.