Certified copy of Memorandum of Association & Rules Regulation of Society Vide Regn No-SE/150 dt 16/12/2013 47/C

MEMORANDUM OF ASSOCIATION
OF
SOCIETY FOR INSTITUTION OF WATER & ENVIRONMENT (INDIA)

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1) **NAME OF THE SOCIETY**

Name of the Society shall be **"INSTITUTION OF WATER & ENVIRONMENT (INDIA)"**

2) **REGISTERED OFFICE**

The registered office of the Society shall be situated in the National Capital Territory of Delhi until the Governing Body decides otherwise from time to time, the office of the Society shall be located at: **B-149, First Floor, CR Park, New Delhi-110019.**

3) Area of operation will be **All Over India**

4) **AIMS & OBJECTIVES**

4a) **Main Objects**

The objectives for which the Society is established are:

The objects and purposes for which the Institution of Water & Environment (India), (herein after called "Society") is hereby constituted, are to encourage the general advancement of "Water, Sanitation and Environmental Engineering" (herein after called "the Sector") and their services in India to disseminate the knowledge, views and practices on those subjects amongst the members, associated Institutions, Governments & other bodies and otherwise, and for that purpose –

i. To acquire, promote & advance knowledge, skill & expertise and business of Engineering sector in India,

ii. To disseminate amongst its members information and ideas on all matters. affecting the Sector and to encourage & extend knowledge & information connected thereby by establishment by means of meetings, technical lectures, workshops, seminars, conventions, conferences, research, tours, publications, formation of resource centre and other articles of interests in connection with the Sector or otherwise howsoever.

iii. To make available Expert Technical Support to Government / Semi Government like State Undertaking, Housing Boards, Development Authorities , Industrial Development

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Authorities / Local self Government and private agencies such as Builders / Developers etc. throughout the country and abroad for planning and preparation of detailed project reports, design, supervision, Appraisal, Evaluation and Monitoring with Quality control including third party inspection of the related projects in the field of the sector.

iv. To advance the science & practice of water & environment for the public.

v. To create awareness amongst public & end users for water & environment conservation, its recycle & reuse and to encourage peoples participation in the water & environment management.

vi. To make available expert technical support all over the country for Capacity building of staff of local bodies and other agencies with the goal to provide sustainable and best municipal services in the Sector & to conduct training programmes for various agencies all over the country for skill development of skilled or semi skilled man power engaged specially in the Sector.

vii. To encourage educate, train & research for conservation of rain water by rain water harvesting systems.

viii. To serve as a centre for acquisition and promotion of objects mentioned above and dissemination of latest technical and financial knowledge related to the sector amongst the beneficiaries by means of meetings, seminars, symposia, workshops, conferences, film shows, and through electronic media, lectures, tours, publications etc.

ix. To represent the views and interests of the sector and the profession before various committees that may be appointed by government, semi-government, local authorities, professional bodies, educational institutions etc. from time to time.

x. To assess into the conditions/ status for perspective planning pertaining to the Sector.

xi. To provide services to Government /Semi Government, Local Self Government Departments/ Industrial or Urban Development Authorities for Digitization of existing infrastructure related to the Sector in their jurisdiction along with Evaluation of assets and Inventory.

xii. To provide services to Government /Semi Government, Local Self Government departments/ Industrial or Urban Development Authorities or any other agency for Accreditation of their Water Works, Sewage / Effluent treatment plants, laboratories and potable water & pocked drinking water.

xiii. To foster possible interest in and understanding of water & environment matter demonstration leadership and develop brand and exclusive identity.

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xiv. To provide services to government /semi government, local self government departments/ industrial or urban development authorities or any other government departments/ industrial or urban development authorities or any other agency for preparation of draft schedule of rates and manual for construction, operation and maintenance of projects related to the sector.

xv. To provide services to government /semi government, local self government departments/ industrial or urban development authorities or any other agency for preparation of guide lines for a consultant and certification of consultants.

xvi. To provide services to government /semi government, local Self Government departments/ industrial or urban development authorities or any other agency for arbitration, environmental audit, impact assessment of any project related to the sector.

xvii. To serve as a R&D centre in the sector to develop an innovative and cost effective technology and product to provide experts to technical institution to promote education, training, study & research in said sector.

xviii. To acquire and take over all or any part of movable or immovable properties of any similar trust, society or institution or any one else whosoever may be for the purpose of the society and to maintain such assets.

xix. To raise funds, through grants, aid, donations, subscriptions, sponsorship, presents, rent, gift and loans or any assistance in other form etc. for the fulfillment of aims & objects of the Society.

xx. To receive financial and non-financial assistance from any government, government and non-Government organizations, International agencies/ organization, Banks and other legal entities or individuals, as permitted by rules of the Government of India.

xxi. To manage, sell, transfer, pledge, dispose of or deal with movable and immovable properties of Society keeping in view of the aims and objects of the Society.

xxii. To invest funds and help investment of any funds in the modes of investments from time to time which is in terms of **Income Tax Act,1961** or any other law for the time being in force and subsequent amendments thereof from time to time.

xxiii. To assist and co-operate the Trust/ Association/ Organisations etc. whose same like this Society apart from.

xxiv. All the activities of the Society shall be non-profitable and shall be done on "No Profit – No Loss basis".

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xxv. To do and cause to do all such acts, deeds and take such steps which are in accordance with the spirit and principles of the Society as may be ancillary or incidental and conducive to the attainment and pursuit of its aims and objectives of the Society.

4b) The Ancillary Objects of the Society, in furtherance and Promotion of the aforesaid main objects are:

i) To receive and collect any gift, subscription, grant sponsorship and donations or acquired by any other lawful ways and means and spend the same in the fulfillment of all or any of the aims and objectives of the Society. The income and the property(s) of the Society shall be applied solely for the promotion and fulfillment of the aims and objects of the Society, provided if any donor intends that the contribution, donation, subscription shall be applied to attain any particular objects of the Society, such contribution, donation, subscription shall be spent towards the promotion of that particular object only.

ii) To acquire by purchase, take on lease, hire or by gift, and hold any movable or immovable properties of any rights, or privileges that may be deemed necessary or useful for the advancement of the objects of the Society only.

iii) All the incomes, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever to the present or past members of the society or to any other person claiming through anyone or more of the present or past members. No members of the Society shall have any personal claim or any movable or immovable properties of the Society or make any profits, whatsoever by virtue of his/her membership.

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5). GOVERNING BODY

The governing body shall be called as "COUNCIL". The names, addresses, occupations and designation of the members of the persons members of the governing, body to whom the management of the Society is entrusted as required under Section 2 of The Societies Registration Act, 1860 as applicable to Union Territory of Delhi are as follows:-

S. No.	NAME	ADDRESS	OCCPATION	DESIGNATION
1	Mr.Jagdish Chand Singhal	B-188, East Of Kailash, New Delhi-65	Consultant	President
2	Mr.Ravi Rastogi	Kk-118,Kavi Nagar, Ghaziabad	Consultant	General Secretary
3	Mr. Vijendra Vikramditya	90 Rachna, HIG, Sector-5, Vaishali, Ghaziabad	Consultant	Treasurer
4	Mr. Anil Kumar Srivastava	KK-118, Kavi Nagar, Ghaziabad	Consultant	Vice President
5	Mr.Suresh Chandra	P-303, Aditya Megacity, Indirapuram, Ghaziabad	Consultant	Council Member
6	Mr. Anil Kumar Sharma	B-12, Sri Ram Nagar, Vidhan Sabha Road, Raipur-492007, Chattisgarh.	Consultant	Council Member
7	Mr.Dineshwar Prasad Singh	Madhav Niketan, Road NO.6, Rajeev Nabhri, PATNA – 800024, Bihar	Service	Council Member
8	Smt. Kusum Gupta	106FF, Sadiqabad, NAGPUR-440030	Social Worker	Council Member
9	Mr. Durga Prasad Singh	B-219, Sector – 92, Noida	Consultant	Council Member
10	Mr. Ambica Dutt Sharma	A-652, Sector-19, Noida	Retd. Govt Officer	Council Member
11	Mr. Surjeet Singh Narula	B-153, Sector-50, Noida	Consultant	Council Member
12	Mr. Rajeshwar Nath Arora	15/71, Vasundhra, Ghaziabad	Consultant	Council Member
13	Mr. Raj Kumar Mangla	1215 Sector 19 Faridabad, Haryana	Railway Service	Council Member
14	Mr. Ram Mohan Kant	C-1003, Prateek Laurel, Sector-120, Noida.	Service	Council Member
15.	Mr. Ajay Kumar Pradhan	50 Dharma vihar, Khanagiri, Bhuvneshwar, Odisha	Service	Council Member
16	Mr. Dharamveer Chaudhary	Cottage Love Saal, Sainik School Gate No.1, Gorhakhaal Road, BHOWALI, (Nainital) Uttarakhand	Consultant	Council Member
17	Mr. Sandeep Garg	H.No.1225 Sector 34C, Chandigarh 160022	Business	Council Member
18	Mr. R P Sharma	B-114, Ashiana Orchids, Gamma-2 Greater Noida-201308	Consultant	Council Member

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6) DESIROUS PERSONS

We, the undersigned are desirous of forming the Society namely **"INSTITUTION OF WATER & ENVIRONMENT (India)** under the Societies Registration Act 1860 as applicable to the Union Territory of Delhi in pursuance of the Memorandum of Association of the Society.

SN	NAME	ADDRESS	OCCPATION	SIGNATURE
1	Mr.Jagdish Chand Singhal	B-188, East Of Kailash, New Delhi-65	Consultant	1
2	Mr.Vijendra Vikarmaditya	90 Rachna, HIG, Sector-5. Vaishali, Ghaziabad.	Consultant	2
3	Mr.Ravi Rastogi	Kk-118,Kavi Nagar, Ghaziabad	Consultant	
4	Mr. Durga Prasad Singh	B-219,Sector-92, NOIDA	Consultant	
5	Mr.Suresh Chandra	P-303, Aditya Megacity, Indirapuram, Ghaziabad	Consultant	
6	Mr. Anil Kumar Sharma	B-12, Sri Ram Nagar, Vidhan Sabha Road, Raipur-492007, Chattisgarh.	Consultant	3
7	Mr.Dineshwar Prasad Singh	Madhav Niketan, Road NO.6, Rajeev Nabhri, PATNA – 800024, Bihar	Service	4
8	Mr. Anil Kumar Srivatava	13/527, Near Munshi Pulia Jama Masjid, Indira Nagar, Lucknow-226016	Consultant	
9	Mr. Ambica Dutt Sharma	A-652, Sector-19, Noida	Retd. Govt Officer	
10	Mr. Surjeet Singh Narula	B-153, Sector-50, Noida	Consultant	
11	Mr. Rajeshwar Nath Arora	15/71, Vasundhra, Ghaziabad	Consultant	
12	Mr. Raj Kumar Mangla	1215 Sector 19 Faridabad, Haryana	Railway Service	5
13	Mr. Ram Mohan Kant	D-5, Jal Nigam Colony, Rajnagar, Ghaziabad- 201002.	Service	
14.	Mr. Ajay Kumar Pradhan	50 Dharma Vihar, Khanagiri, Bhuvneshwar, Odisha	Service	6
15	Smt. Kusum Gupta	Surya Garden, Dargan Farm House, Behind Church, D-3, Vasant Kunj, Delhi	Social Worker	
16	Mr. Dharamveer Chaudhary	Cottage Love Saal, Sainik School Gate No.1, Gorhakhaal Road, BHOWALI, (Nainital) Uttarakhand	Consultant	7
17	Mr. Sandeep Garg	H. No.1225 Sector 34C, Chandigarh 160022	Business	8
18.	Mr. R P Sharma	B-114, Ashiyana Orchids, Gamma-2, Greater Noida-201 308	Consultant	

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RULES & REGULATIONS

OF

"INSTITUTION OF WATER & ENVIRONMENT (INDIA)

1.) NAME OF THE SOCIETY

Name of the society shall be **"INSTITUTION OF WATER & ENVIRONMENT (INDIA).**

2.) MEMBERSHIP

Any individual person (more than 18 years) whose names appear in these rules and regulations as first members of the society and the persons who are subsequently admitted as members by the managing in accordance with the rules of regulation of the society.

The members of the Institution shall be divided into the following classes viz:

i) Fellow
ii) Member
iii) Associates Member
iv) Organization Member
v) Student Member
vi) Honorary Member

i) FELLOW MEMBER (FIWE)

For a person to be admitted as a fellow Member, the following shall be satisfied:

a) Age – 40 years and above
b) Educational Qualifications: University Graduation or equivalent in any branch of Engineering / Technology, Post Graduation in Environmental Science/ Social Science,/ Economics, Agriculture or Business Administration.
c) Experience and Status: Minimum experience of 20 years in Water, Sanitation or Environmental field:

Exception: It is possible that a person may not fulfill one or more of the above requirements but may still have done some outstanding and recognizable work on the field of water, Sanitation or Environmental Sector. In such a case, the Council may give due consideration to his exceptional achievements, and confer fellowship on him as a special case. In such a case, it will be subject to approval of the Council of Management (75% of the present members as oer required quorum giving their approval)

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ii) **MEMBER (MIWE)**

For a person to be admitted as a Member, the following shall be satisfied:

a) Age- 30 years and above
b) Educational Qualifications: University Graduation or equivalent in any branch of Engineering / Technology, Post Graduation in Environmental Science, Social Science, Economics, Agriculture, Business Administration
c) Experience – He shall be connected with Water, Sanitation or Environmental field for at least five years.

iii) ASSOCIATE MEMBER (AIWE)

Any person who has attained an age of 22 years and has required as mentioned above for a member and recognizable interest in the objects of the Institution shall be eligible to become Associate Member of the Institution.

iv) ORGANIZATION MEMBER

Organization Institutions & Industries connected with Water, Sanitation or Environment Sectors in terms of design, planning, construction, operation maintenance, finance, manufacture and supply of material and equipments, consultancy, administration and other related activities shall be eligible to become Organization Member on payment of required fee for the membership and with the approval of council with at least 75% present members as per required quorum.

v) STUDENT MEMBER

Any person who has attained and age of 18 years and is studying for a Degree or Post Graduation in any branch of Engineering/ Technology, Post Graduation in Environmental Science , Social Science, Economics, Agriculture, and Business Administration in India shall be eligible to become a student Member of the Society. Student Membership shall be available to him so long as he continues to be as student subject to his submitting to the Institution Form time to time, a certificate to that effect from the Head of his Institution where he is a student.

vi) HONORARY MEMBER

Any eminent person whose knowledge and accomplishments in the field of Water, Sanitary or Environmental Sector are so widely known to entitle him for special recognition may at the instance of the Council, and if he is agreeable to be elected as an Honorary Member of the Institution. Such an Honorary Member will be exempted from payment of any fees. This will be subject to approval of Council of Management with at least 75% of the present members as per required quorum.

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3). TRANSFER OF A MEMBERSHIP TO A HIGHER CLASS.

(i) A Student member on his obtaining the educational qualification required for membership can apply for transfer to membership in prescribed form. He shall pay transfer fee and membership fee as prescribed by the Council from time to time subject to his transfer approved by Council or any office bearer as may be decided by the Council.

(ii) Any Associate Member who has attained the qualification & experience of higher class can apply for transfer of his membership to a higher class in prescribed form. He shall pay transfer fee and membership fee as prescribed from time to time subject to his transfer approved by the council or any office bearer as may be decided by the Council.

(iii) Any Member who holds qualifications as mentioned under **clause 2)** can apply for transfer to Fellowship in prescribed form. He shall pay transfer fee and fellowship fee as prescribed subject to his transfer being approved by the Council. If the Member so transferred becomes a fellow he shall pay the transfer fee and relevant fees for a Fellow he shall pay the transfer fee and relevant fees for a Fellow as prescribed.

4). MEMBERSHIP SUBSCRIPTION

i) TABLE FOR PAYMENT OF MEMBERSHIP FEE

S.NO	TYPE OF MEMBERSHIP	MEMBERSHIP FEE		RENEWAL OF MEMBERSHIP	
		YEARS	FEE	YEARS	FEE
1	2	3	4	5	6
1	Fellow Member	10	3000.00	Life	3000.00
		Life	6000.00	-	-
2	Member	10	2500.00	Life	2500.00
		Life	5000.00	-	-
3	Associate Member	10	2000.00	Life	2000.00
		Life	4000.00	-	-
4	Organization Member	5	200000.00	5	200000.00
5	Student Member	5	1000.00	-	-

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ii.) TABLE FOR PAYMENT OF TRANSFER FEE FOR TRANSFER OF MEMBERSHIP TO HIGHER CLASSES

S.NO	TRANSFER FROM TO	TRANSFER FEE
1	Student to Associate	Rs.500.00
2	Associate to Member	Rs.1000.00
3	Associate Member to Fellow	Rs.2000.00
4	Member to Fellow	Rs.1000.00

5.) TERMINATION OF MEMBERSHIP

The membership of any member can be suspended or terminated by the Governing body, shall have power to expel a member from the Society on the following terms and Conditions:-

i) By no confidence motion passed by 2/3rd majority of votes in the General Body Meeting.
ii) On his / her written resignation.
iii) On his / her death.
iv) He / she have not attended three consecutive meeting of the General Body without any intimation / leave of absence.
v) For any other violent, unsociable, unbecoming behavior etc.
vi) A member at the time of resignation shall have to submit one-month notice.

The reason of suspension/termination from membership shall be communicated to the member concerned in writing.

6.) APPEALS

All the appeals should be referred to the General Body of the Society. The decision of the General Body shall be final. The reason for objection shall be communicated to the member concerned.

7.) READMISSION

In case the General Body expels a member, the same can be re-admitted provided the concerned member fulfils the condition laid down in the Rules & Regulations and pays the admission fees afresh.

8.) GENERAL BODY

The General Body of the Society shall consist of all members of the Society whose names exist on the rolls one month before the scheduled Annual General Meeting of the Members.

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9.) ANNUAL GENERAL MEETING

The General Body of the Society shall meet at least once in a year, at a meeting which would be called the Annual General Meeting at such a place and time as the Governing Body may decide, and as specified in the notice of the meeting to conduct, among others, the following business:-

i) To receive and approve and adopt the Annual Accounts, the Audit Report, Report the Activities of the Society from the Governing Body.
ii) To Appoint / renew appointment of the firm of Chartered Accountants as Statutory Auditor and fix remuneration.
iii) To elect persons to fill vacancies of the Governing Body in place of such members of the Body whose terms are expiring by show of hands or by secret ballot papers as required.
iv) To approve and adopt Budget and expense plan out lays for next the Financial Year.
v) To consider any other matter that may be brought to the attention of the members in the notice of the meeting or by permission of the chairman of the meeting.

10.) EXTRA ORDINARY GENERAL MEETING

An Extra Ordinary General Meeting shall be convened at such a place and time as the Governing Body may decide, and as specified in the notice of the meeting to conduct, among others, the following business:

i) To fill the casual vacancies which have arisen due to death, resignation or incompetence of the members of the Governing Body.

ii) To consider any other matter that may be brought to the attention of the Members in the notice of the meeting or by permission of the Chairman of the meeting.

11.) THE GOVERNING BODY

The Governing Body shall consist of not less than 7 members and not more than 21 members and the composition of the Governing Body shall be as under:

i) President	**One**
ii) Vice President	**One-Three**
iii) Secretary	**One**
iv) Treasurer	**One**
v) Council Member	**One- Fourteen**

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12.) **BANK ACCOUNT**

i) The fund of the Society shall be kept in a Scheduled Bank. With a view to generate income for the Society, the surplus funds shall be invested by Governing Body in FD, CDs, of scheduled Bank, Units of UTI, Mutual Funds, Bonds/ debentures of All India Financial Institutions, Govt. Securities, keeping in view the safety, liquidity and returns.

ii) The money shall be authorized to be withdrawn by the Treasurer joint with either Secretary or President of the Society. However, in some situations persons from the elected Governing Council may also be authorized by the President to make withdrawal from bank.

13. **SOURCES OF INCOME:**

i) Registration, Admission, special or any other fee in any mode.
ii) Subscription, Sponsorships and Interest by way of any mode.
iii) Donation, gifts, presents & special contribution of any nature.
iv) Grants, aid, loan or any other assistance.
v) Receipts from Investment of the Trust Fund & Rent.
vi) Any other receipt not covered by article (i) to (v).

14. **MANAGEMENT OF FUNDS**

All the incomes of the Society shall be deposited in the Bank and shall be utilized only for the promotion of the aims and objectives of the Society.

15. **MEETING OF THE GOVERNING BODY**

The meeting of the Governing Body shall be held when necessary for which 14 days clear notice shall be required and the quorum shall be 8 members of Governing Body.

16. **ELECTION & QUORUM**

The General Body in its meetings shall elect all the office bearers after every Three years by show of hand or by secret ballot or postal ballot papers as required. The Quorum of the General Body shall be ½ members of the General Body.

17. **FUNCTIONS OF THE GOVERNING BODY**

i) To arrange finance from the bank(s), institutions on reasonable terms and conditions and the Governing Body as a whole shall be liable for its return.
ii) The Governing Body shall make plans for the future programs of the Society.
iii) To enter into such acts for the fulfillment of the objectives of the Society.
iv) To appoint, terminate and fix duties of the staff.
v) To remove / terminate any office- bearers member of governing body except the President of Society.
vi) Governing Body shall meet at least once in a quarter.

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vii) To accept donations, charities, loans, grants, Properties, fees, sponsorships etc from public, other associations, agencies, govt, departments in the interests and promotion of the aims and objectives of the Society.

18. REGISTER OF MEMBERS

The Society shall maintain at its registered office a register or its members and shall enter therein the following particulars:

i) The names & addresses of the members.
ii) The date on which the member was admitted
iii) The date on which a member cease to be a member.
iv) Particular of Admission fees received.
v) Particular of Annual Subscription received.
vi) Any other information required from time to time.

19. RIGHTS & PRIVELEGES OF THE MEMBERS

Each and every member of the Society:

i) Shall have 1 vote at every general meeting.
ii) Shall be entitled to participate in the general meeting and gathering of the Society.
iii) Shall have the right to inspect the books of accounts, minutes of proceedings of General Body Meeting in any working day during working hour by giving reasonable notice.
iv) Shall be bound by the rules and regulation and/ or by laws which may be framed from time to time; and
v) To administrator the oath of the office and loyalty of the Society and / or its constitution to the presidents.

20. POWER AND DUTIES OF THE OFFICE BEARER

i) **President:**

The President shall hold office for a term of three year unless re-elected provided however that in no event he shall hold office for more than two successive terms. He shall preside over all Council and Annual General Meetings whenever present. He shall advise, motivate and coordinate the office bearers in the discharge of their duties and shall do all such things as necessary for furtherance of the aims and objects of the Society in consultation with the office bearers. He shall visit as many state/local centers as possible during his tenure and motivate them and guide them if necessary for improving the working of the local centre. If required, he shall call minutes of the executive committees of the local centers and give the advice if any inappropriate action may have been taken. He will keep liaison with different concerned government department, public sector undertakings, industries, voluntary Professional organizations and upcoming organizations and individual having expertise in the subject matter, within and outside the country working in the sector and help in the upliftment of the status of Society and its image at the national & International level. He may give some specified, assignments to the Vice Presidents.

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ii) **Vice Presidents**

The Vice President shall hold office for a term of 3 years unless re-elected provided however that in no event they shall held office for more than two successive terms. There shall be three vice-presidents.

a) **Vice President (1).**

He shall be designated as Vice-President (1) & shall carry out all his duties at the registered office under the direction of the Council. He shall be in administrative incharge of the Institution and shall carry out his duties in consultation with the President. He will get the work done through his staff. He will perform all the duties of the President in his absence and chair all the meetings of the Institution in the absence of the President. He will support and guide the Secretary in performing his administrative duties and will have total administrative control over the Institution's affairs in absence of the Secretary. He shall generally conduct the business of the Institution in accordance with the regulations and the direction of the council and shall refer to the President in any matter of importance or difficulty requiring urgent decision.

b) **Vice President (2)**

He shall be designated as Vice-President (2) & shall carry out all his duties at the Registered Office under the direction of the Council. He shall head the Technical wing of the Institution and shall carry out his duties in consultation with the President. He will get the work done through his staff. He will perform all the duties of the President and Vice President (1) in their absence and chair all the meetings of the Institution in the absence of the President or Vice-President resident (1). He shall be the Chairman of the Editorial Board which shall be responsible for selection of suitable papers and other news items for the Institution's Journal and Technical Publications. All correspondence in this respect will be dealt with by him. As regards selection of printers and the cost involved, approval of the council shall be obtained by him. In case of long absence of the Vice President (2), another person shall be appointed as acting Vice President (2).He will inform the composition of the team and changes therein to Council from time to time.

c) **Vice –President (3)**

He shall be designated as Vice – President (3) & shall carry out all his duties at the Registered Office under the direction of the Council. He shall be the Coodinator of all the State Centers / Chapters. He shall guide the centers on all administrative and technical matters and motivate them for membership development. He will make proposals for opening any center with justifications and shall obtain approval of the Council. All the applications of membership received at the centers or Head Quarter shall be forwarded to the Vice-President (3) who will get scrutinized all such applications through his staff and shall obtain approval for any class of membership Council. He will keep liaison with different concerned Government department, Public Sector undertakings, industries, voluntary Professional organizations and upcoming organizations and individual having expertise in the subject matter, within and outside the country and shall make all necessary correspondence with them on subject matters after close consultation with the President or the Vice President (1)



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iii) **General Secretary**

The General Secretary shall hold office for a term of 3 years with liberty to the council to extend the period by further term of another 3 years as the Council may in its absolute discretion deem fit and proper. The General Secretary shall carry out all his duties at the Registered Office under the direction of the Council. He shall be in administrative charge of the Institution. He will get the work done in consultation with the President and the Vice President (1). All the Office-bearers will also get their respective administrative work done through the General Secretary and his staff. He shall maintain a roll of all classes' members and their addresses; he shall call and attend all meetings of the council and the general body and shall have business there at correctly and fully recorded and reported matters. He shall place before council through Administrative committee for approval, applications, received for all classes of the membership. He shall have charge of all the properties of the Association. He shall engage, subject to the approval of the council all persons employed at the Head quarter of the Institution and arrange their work and duties and he shall generally conduct the ordinary business of the Institution in accordance with the regulations and the direction of the council and shall refer to the Vice President (1) or the President in any matters of importance or difficulty requiring urgent decision. If found necessary, the Council may nominate one of the members to work as Secretary to help the General Secretary in the discharge of his duties and he shall be assigned such duties as deemed fit by the Secretary from time to time.

iv) **Treasurer:**

The Treasurer shall hold office for a Term of three years; in no event he shall be eligible for re-election as Treasurer. The Treasurer shall be responsible for all financial matters of the Institution and shall conduct correspondence in this regard in close co-operation with the Vice President (Administration) and the General Secretary. He shall be responsible to keep all moneys of the Institution safe in banks. He shall keep proper accounts of all moneys received and spent, and shall issue receipts and record vouchers through his staff. He shall keep watch on receipts of fees and issue reminders where necessary. He shall inform names of defaulting members to the General Secretary for further action. He shall with the approval of the council invest surplus funds in securities, fixed deposits etc., and ensure that interest thereon is received periodically and inform the Council accordingly. He shall submit monthly statement of accounts to the Council. He shall prepare and submit to the council yearly budget before the end of the financial year in consultation with the President, Vice President (Administration) and General Secretary. He will have the accounts audited and balance sheet prepared for submission to the council; obtain their approval to put up to the Annual General Body. A Committee shall be constituted with by the President with at least one Vice President; three council members & General Secretary to advise the Treasurer, Finance on financial matters and financial planning including budget, revision of membership fee etc. At least three meetings of this Committee shall be convened every year.

v) **Co-opted Members in the Governing Body**

Co-opted Members shall hold office up to 31st March of the next year after the date of their appointment. They shall be eligible for reappointment as co-opted member from time to time.

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vi) The tenure of all office bearers shall be for a term of three years and it will be Co-terminus with the term of the Council. In case, he is selected midway during a year, his term will also be Co-terminus with the term of the existing council. The period shall be construed as one term.

21) STATE LEVEL CHAIRMAN, SECRETARY AND TREASURER:

For the time being on creation of any State level centre, State level Chairman, Secretary and Treasurer will be appointed from the available members of a particular centre by the Council. The tenure of the State office bearers shall be for a period of two successive years. After development of membership on State level, the office bearers will be elected by the members of that centre as per decision of the Council.

DUTIES

i) STATE LEVEL CHAIRMAN:

He shall preside over all State/Centre level meetings. He shall advise motivate and coordinate the office bearers in the discharge of their duties and shall do all such things as necessary for furtherance of the aims and objects of the Institution in consultation with the Secretary. He will keep liaison with different concerned Government departments, Public Sector undertakings, industries, voluntary Professional organizations and upcoming organizations and individual having expertise in the subject matter, within and outside the country working in the sector and help in the upliftment of the status of Society and its image at the national & International level. He will participate in all meetings of the Council.

ii) STATE LEVEL SECRETARY:

The Secretary shall carry out all his duties at the State Centre under the direction of the Council. He shall be in administrative charge at State Centre of the Institution. He will get the work done through his staff. All the Office-bearers will also get their respective administrative work done through the Secretary and his staff. He shall maintain a roll of all classes' of members and their addresses registered at centre and shall send it to the Central office of the Institution for record. He shall call and attend all meetings of the Institution at State Level and shall submit the minutes to the central office. He shall receive and recommend the various types of membership forms and shall send to the General Secretary of Council along with requisite fee. He shall have charge of all the properties of the Institution at that Centre. He shall keep funds and moneys in the custody of the bankers. He shall engage after prior approval of the council, all persons employed under him and arrange their work and duties and he shall generally conduct the ordinary business of the Institution at State level in accordance with the regulations and the direction of the council and shall refer to the President in any matters of importance or difficulty requiring urgent decision.

iii) STATE LEVEL TREASURER:

Treasurer shall be responsible for all financial matters of the Institution at State Centre and shall conduct correspondence in this regard in close co-operation with The Secretary. He shall keep proper accounts of all moneys received and spent, and shall issue receipts and record vouchers. He shall keep watch on receipts of fees and issue reminders where

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necessary. He shall inform names of defaulting members to the Secretary for further action. He shall submit monthly statement of accounts to the Council. He shall prepare and submit to the council yearly budget for the Centre before the end of the financial year in consultation with the Chairman and the Secretary. He will have the accounts audited and balance sheet prepared for submission to the council; obtain their approval to put up to the Annual General Body Meeting.

22) COMPENSTATION AND REMUNERATION

The members of the Governing Body / General Body shall be entitled to reimbursement of expenses incurred in the performance of their duties. Nothing herein shall be preclude a member of the Governing Body from serving the Society in other capacity and receiving compensation remuneration , fees or honorarium for such services.

23) AUDIT

The accounts of the Society shall be audited at least once in a year by a qualified firm of Chartered Accountant appointed by the Governing Body.

24.) FINANCIAL AUDIT

The financial year of the Society shall start from the 1st day April and end on the 31st day of March in the following year.

25.) TENURE OF THE GOVERNING BODY

The tenure of the Governing Body shall be Three years.

26) AMENDMENT

Any amendment in the Memorandum of Association and rules and regulation will be carried out in accordance with the section 12 & 12A of the Societies of Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

27) LEGAL PROCEEDINGS (SECTION 6 OF THE ACT)

The Society may sue or be sued in the name of the President, as per the provisions laid down under Section 6 of The Society Registration Act 1860, as applicable to the National Capital Territory of Delhi.

28) ANNUAL LIST OF THE GOVERNING BODY

Once in every year a list of the office bearers and members of the Governing Body shall be filled with the Register of Society, N.C.T of Delhi as required under Section 4 of The Society Registration Act 1860 and applicable to National Territory of Delhi.

29 DISSOLUTION

If the Society needs to be dissolved as per the provisions laid down under Section 13 & 14 The society Registration Act, 1860 as applicable to the National Territory of Delhi. If upon dissolution of the Society there shall remain after the satisfaction of its debts and the liabilities any property whatsoever, the same shall not be paid to or distributed among the

Desinghal R. Rastogi V.Kramna

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members of the Society but shall be given over to organization with comparable purposes according to the decisions of the members or, in default thereof, according to the decision of a competent court.

30) APPLICABILITY OF THE SOCIETIES REGISTRAION ACT

All the powers under all sections of the Society Registration Act, 1860 as amended from time to time and as adapted, extended, and applicable to in the National Capital Territory of Delhi, will apply to the Society.

31) ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules & Regulations of the Society.

R. Rastogi

V.V.Krama

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