

## INSTITUTE OF ROLLING STOCK ENGINEERS

- NAME 1. The name of the Association is "INSTITUTE OF ROLLING STOCK ENGINEERS". It is hereinafter referred to as the Institutes.
- ADDRESS 2. The registered office of the Institute for the present is at Research Designs & Standard Organisation, Ministry of Railways, Manak Nagar, Lucknow – 226011.
- JURISDI-  
-CTION 3. The Institute shall have Jurisdiction over the entire Indian Railways. The Council of the Institute may also recognize centres formed in other countries.
- CLASSES  
OF  
MEMBER  
SHIP 4. The Institute shall consists of :
- i) Patrons
  - ii) Corporate Members : Who shall comprise the classes of :
    - a) Fellows
    - b) Members, and
    - c) Associates
  - iii) Non-Corporate Members : Who shall comprise the classes of :
    - a) Honorary Members
    - b) Subscribers
    - c) Graduates, and
    - d) Students.
  - iv) Governing Council: Which would be elected by corporate members, subject to the provisions of Clause 58 of the Rules and Regulations.
- Corporate,  
Non-  
Corporate  
Members  
Election 5. Election of Corporate and Non-Corporate Members shall vest in the Governing Council of the Institute, hereinafter referred to as "Council". Nomination forms for candidature shall be submitted to the next or in case this be not possible, in the subsequent meeting of the Council.
6. Application for membership shall be submitted to the Secretary of the Institute on such form or forms as may be prescribed by the Council for the purpose.

HONORARY  
MEMBERS

7.1 The class or grade of each candidate, if accepted whether on original candidature for membership or on transfer to a new grade or class shall be determined by the Council and their decision shall be final and binding.

7.2 The procedure adopted for election of members for the first time, shall also be applied in regard to transfer of a member to another grade or class.

8. Rules 5 and 6 above shall not apply to candidate for Honorary Membership who shall be nominated in writing by the Council, provided that in all such nominations for Honorary Membership, the consideration for such nominations will be indicated in brief in the summary of decisions of the council.

9. Person of persons of high dominance interested in the activities and objectives of the Institute may be requested by the Council to be Patrons of the Institute.

Corporate  
Members  
Fellows

10.1 Fellows shall be persons elected as such by the Council, who are at least 40 years of age, have had education and experience satisfactory to the Council and who, at the date of application for election or transfer to the class of fellows;

- i) have at least for 20 consecutive years, immediately preceding such date, been engaged in and have held high positions of responsibility satisfactory to the Council in the design, manufacturing, operation and maintenance of Rolling Stock.
- ii) or at the date of application are members, and are engaged in or operating or carrying on any of the work connected and maintenance of Rolling Stock.
- iii) or have such special knowledge related to the design, manufacture, operation and maintenance of Rolling Stock and their election as Fellows would, in the opinion of the Council, conduce to the interests of the Institute.

10.2 They shall obtain nomination for election as follows by such number of fellows not being less than three and in such form and subject to such conditions, as the Council may from time to time determine.

Corporate  
Member  
Member

- 11.1 Members shall be persons elected as such by the Council, who are at least 30 years of age, have had education and training satisfactory to the Council and
- i) at the date of application for election or transfer to the class of members are engaged in and for at least 5 consecutive years immediately preceding such date, have held positions of responsibility satisfactory to the council in operating or carrying on any of the work connected with the design, manufacture, operation and maintenance of Rolling Stock.

- ii) Or at the date of application are Associates and are engaged in or operating or carrying on any of the work connected with Rolling Stock.
  - iii) Or have such special knowledge in regard thereto as in the opinion of the Council justifies their election as Members.
- 11.2 They shall obtain nomination for election as Members by such number of Members or Fellows not being less than three and in such form and subject to such conditions as the Council may from time to time determine.
- Corporate Member Associates
- 12.1 Associates shall be persons elected as such by the Council, who are at least 25 years of age and who;
- i) have rendered or are rendering such services to Rolling Stock or have been or are so connected with the objects of the Institute as in the opinion of the Council justifies their election as Associates.
  - ii) or on the date of application are graduates and are engaged in or operating or carrying on any of the work connected with Rolling Stock.
- 12.2 They shall obtain nomination for election as Associates by such number of Corporate Members, not being less than three, and in such form and subject to such conditions as the Council may from time to time determine.
- Non Corporate Members - Honorary Members
13. Honorary members shall be persons elected as such by the Council, who possess such qualifications or attainments connected with or take such interest in, or render such services to the objects of the Institute, as in the opinion of the Council justifies their election as Honorary Members.
- Non Corporate Members - Subscribers
- 14.1 Subscribers will comprise of any individual, private/ local body, registered company/ firm who have rendered or are rendering such services to Rolling Stock or have been or are so connected with objects of the Institute as in the opinion of the Council justifies their election as “subscribers”.
- 14.2 Subscribers shall be entitled to two copies of any Institute publications and one page advertisement space free of cost in each issue of the Institute journal printed and issued during the period of subscription.
- Non Corporate Member - Graduates
- 15.1 Graduates shall be persons elected as such by the Council, who are at least 21 years of age: -
- i) and have good education and are engaged and have had for periods amounting in the whole to an overall experience of at least three years in or in connection with design, manufacture, operation and maintenance of Rolling Stock, such experience being of a character satisfactory to the Council and have passed or been exempted by the Council from all or any part of the examination (s) at the time being applicable to the class of Graduates.
  - ii) or on the date of application are students are engaged in or operating or carrying on and of the works connected with rolling stock.
- 15.2 They shall obtain nomination for election as Graduates by such number

of Corporate Members, not being less than two and in such form and subject to such conditions, as the Council may from time to time determine.

- Non Corporate Members - Students
- 16.1 Students shall be persons elected as such by the Council, who are at least 17 years of age: -
- i) and are engaged or are desirous of becoming engaged in or in connection with design, manufacture, operation and maintenance of Rolling Stock and satisfy the Council as to their general character and education.
- ii) and produce evidence satisfactory to the Council that they have passed one of the examinations at the time being required by the Council to be passed or have been exempted by the Council from the need of passing all or any part of such examination (s),.
- 16.2 They shall obtain nomination for election as students by such number of Corporate Members not being less than one, and in such form and subject to such conditions as the Council may from time to time determine.

Completion of election to membership

17. Every person elected to any class of Corporate or Non Corporate Membership or transferred from one class to another shall without delay be notified thereof by letter from the Secretary of the Institute and shall pay the entrance fee or transfer fee and annual subscription for the current year (or increase thereof in the case of transfer) within two months after the date of election or transfer and on his failure to do so, his election or transfer shall become void unless the Council otherwise determine.

Declaration of Membership

18. Every person on becoming a member may be required to sign his name on a declaration form, thereby undertaking that he will conform to the Memorandum and Rules and Regulations and bye-laws of the Institute, and that he will use his best endeavors to promote the objects and welfare of the Institute.

Certificate Of Membership

19. Every member shall receive a certificate of membership together with a copy of the Memorandum and Rules and Regulations of the Institute.

Entrance Fees

20.1 The following entrance fees shall be paid.

In the case of class of	The sum of
Fellows	Rs. 75/-
Members	Rs. 50/-
Associates	Rs. 30/-
Graduates	Rs. 20/-
Students	Rs. 10/-

Provided that persons transferred from one class of membership to another class shall pay in respect of such transfer, a transfer fee equal to the difference between the entrance fee in respect of the class to which they are transferred and the entrance fee paid by them in respect of the class from which they are transferred.

- 20.2 Corporate Members elected under clause 23 shall be exempted from payment of entrance fees initially and also transfer fees at subsequent changes of class of membership.

Annual  
Subscription

21. The following annual subscriptions shall be paid each year in the month of January in respect of the year ending on the 31st December subsequent:

In the case of the class of	The sum of
Fellows	Rs. 25/-
Members	Rs. 20/-
Associates	Rs. 15/-
Graduates	Rs. 10/-
Students	Rs. 5/-
Subscribers	Rs. 1,000/-
(Life subscribers)	Rs. 10,000/-

In case of members other than Subscribers, willing to pay three years subscription at a time, the following rates will be applicable:

In the case of the class of	The sum of
Fellows	Rs. 60/-
Members	Rs. 50/-
Associates	Rs. 40/-
Graduates	Rs. 25/-
Students	Rs. 10/-

22. Members of any class elected before 1st July in any year shall pay the annual subscription in full and those elected on or after the 1st July in any year shall pay half such annual subscription.

Life  
Membership

23. Corporate Members who join the Institute within six months of its registration can become life members by payment of the following subscription:

Fellow	Rs. 200/-
Member	Rs. 150/-
Associate	Rs. 100/-

Half of this amount in each case shall be paid with the application and the balance in one installment, within two months of their election in appropriate grade of membership by the Council.

- Compounding of Subscription 24. Any Corporate Member, may compound his future annual subscriptions and become a life member by payment of a lump sum and on such terms as may be determined from time to time by the Council.
- Non payment of Subscription 25. No member of any class whose annual subscription remains unpaid for three months after the date on which it is due shall, until the same be paid in full, be entitled, unless the Council otherwise decide, to receive any notice or publications of the Institute.
26. Any member of any particular class who on the 1st May in any year has not paid his subscription in respect of the year ending on the subsequent 31st December shall be directed to pay the amount of the subscription and in the event of such subscription not being paid up to 30th June of the same year, the matter shall be reported to the Council, who may erase the name of such person from the roll of membership of the Institute, whereupon such person shall cease to be a member of the Institute.
27. The erasure of the name of any person from the roll of members of the Institute shall not relieve him from his liability for the payment of any arrears of subscription or other sums due from him to the Institute.
- Variation Of Entrance Fees etc. 28. Entrance fees, transfer fees, annual subscriptions and sums by way of compositions and any conditions attaching to the same, may be imposed, remitted, suspended, increased, reduced or varied from time to time by the Council either generally or in any particular case and shall be subject to such regulations as the Council may from time to time direct.
- Conditions of Membership 29. Members of each class in the Institute, may in order to indicate their membership of that class, use the abbreviations hereunder set out in respect of such class and shall use no other: -
- |                                 |                  |
|---------------------------------|------------------|
| In the case of fellows          | F.I.R.S.E.       |
| In the case of Members          | M.I.R.S.E.       |
| In the case of Honorary Members | (Hon) M.I.R.S.E. |
| In the case of Subscribers      | Sub. I. R. S. E. |
| In the case of Associates       | A.I.R.S.E.       |
| In the case of Graduates        | G.I.R.S.E.       |
| In the case of Students         | S.I.R.S.E.       |
30. Subject to such regulations as the Council may from time to time prescribe, the Council may issue to any member of any class a badge or an identity card or a certificate or one or more of these showing the class to which he belongs. Every such badge, card or

certificate shall remain the property or and shall on demand be returned to the Institute.

31. Members of the various classes shall have such rights in connection with the Institute, its meetings, proceedings, publications and its other activities as may from time to time be determined by the Council.

32. Graduates and Students shall be entitled to remain in their class of membership as such, for such time only as the Council may from time to time determine.

33. Any member of any class may retire from the Institute by sending his resignation in writing to the Secretary of the Institute by registered post and returning therewith all or any badge, card or certificate etc. hold by him after payment of all subscription or other sums due from him including those for the current year. Provided that if the Council has already taken action in terms of Rule 3.4, such resignation or retirement shall not take effect unless the Council in lieu of exercising the power of removal conferred by Article 3 accepts the resignation.

Removal  
From  
Membership

34. The Council may by a resolution passed by a majority of two thirds of those present at the Council meeting on the duly circulated agenda of which the necessary notice had been served, remove from membership of the Institute any member of any class who has been guilty of conduct which, in the opinion of such majority of the Council, make him unfit for membership of the Institute, provided that any such person shall have been served with at least 14 days notice in writing of the Council's intention to consider his conduct at that meeting and shall have been either permitted to send a written explanation or invited to be present and heard in his own defence at the meeting before the passing of such resolution. Failure to send in the written explanation or to present himself before the said meeting, as necessary, shall be construed as if there is no defence to be offered.

Expelled  
Member  
to lose  
all  
rights.

35. Any member expelled from the Institute or otherwise ceasing his connection with it, shall forfeit his subscription and all his right to the property or to enquire into the affairs of the Institute and shall within fourteen day of his ceasing to be a member give up Possession of his certificate of membership and any property belonging to the Institute of whatsoever kind and return it to the Secretary or such person as may be duly appointed by the Council to receive the same.

- Restoration  
Membership
36. The Council at their discretion and subject to such conditions as they think fit, may re-admit to membership of any class any person whose membership of that class has terminated.
- Meetings
37. The meetings of the Institute shall be;
- (a) The Annual General Meetings.
  - (b) Special General Meetings.
  - (c) Extraordinary General Meetings.
  - (d) Ordinary Meetings.
- Chairman  
of  
Meetings
38. The President shall preside at Annual General Meetings, Special General Meetings, Extraordinary General Meetings & Ordinary Meetings, if he be present at the time for holding the same and in his absence one of the Vice Presidents or failing that one of the past Presidents serving on the Council, or if none of such be present, some other member of the Council, so chosen by those present and entitled to \_\_\_\_\_ the Council Meetings, shall preside.
- Annual  
General  
Meeting
39. The Annual general meeting shall be a meeting of Corporate Members to be hold not later than 15th of September, in each year at which the business shall be to receive and consider the report of the Council for the year ended on the previous 31st December and the Accounts of the Institute for that year, to elect, if their terms of office expires that year, the President, \_\_\_\_\_ Vice President, Members of the Governing Council and office bearers, \_\_\_\_\_ for the next term and to transact any other business (not reserved for special or extraordinary General Meetings) of which notice in writing shall have been given to the Secretary by any Corporate Member at least seven days before the date of the meeting.
- Special  
General  
Meetings
40. A Special general Meeting shall be a meeting of Corporate Members which may be called by the Council upon the requisition in writing of 20 Corporate Members or of one fifth of the Corporate Members, if such one fifth be less than 20, specifying the nature of the business to be brought before such meeting, provided that the only business which may be transacted at any Special General Meeting shall be business relating to the administration, direction, management, conduct and control of the Institute other than the making of any new clause or clauses of the Memorandum and of the Rules and Regulations or the alteration of addition to, or appeal of any of the existing clause or clauses of Memorandum and Rules and Regulations.

- Extraordinary  
General  
Meetings
41. An extraordinary General meeting shall be a meeting of Corporate Members for making new clause or clauses of Memorandum or Rules and Regulations or altering, adding to or repealing any existing clause or clauses thereof and may be called by the Council on its own or upon written requisition by 25 Corporate Members or of one fifth of Corporate Members, if such one fifth be less than 25, specifying the new clause or clauses etc. which it is proposed to submit to the meeting. Provided that if such changes are intended to alter, extend or abridge the objects of the Institute as detailed in the Memorandum or to amalgamate the Institute either wholly or partially with any other society, no such proposition shall be carried into effect unless agreed to by the votes of three fifth of the members delivered in person or by proxy and confirmed by the votes of three fifth of the members present at a second extraordinary meeting convened at an interval of at least one month after the former meeting.
- Ordinary  
Meetings
42. Ordinary meeting shall be open to all classes of members of the Institute and shall be held and conducted as and for such purposes as the council may from time to time determine, provided that no business shall be transacted at any Ordinary Meeting, which is reserved for the Annual General Meeting or a Special General Meeting or an Extraordinary General Meeting.
43. The Council may arrange for other meetings, conferences, group studies, seminars, discussions, excursions, lectures etc. for or in connection with all or any of the purpose of the Institute and the Council shall determine the conditions of admission to such meetings and the manner in which they shall be conducted.
- Notice of  
Meetings
44. Fourteen days notice at least shall be given of all Annual, Special and Extraordinary General Meetings which shall specify the place, day and hour of the meeting and the general nature of the business to be transacted and shall be sent by post to every member entitled to attend who shall have registered his address with the Secretary for the purpose of having notices sent to him and save and except where the Memorandum of Association or these Rules and Regulations provide that any particular business shall be transacted at any meeting, no business shall be transacted there at of which the general nature has not been specified on the notice of the meeting.
45. The accidental omission to give notice of any meeting to any member entitled to receive a notice in respect thereof shall not invalidate anything done at such meeting.

- Visitors  
at  
Meetings
46. Any member may introduce a visitor at an ordinary meeting of the Institute, but the Council shall reserve the right to refuse admission to any visitor. Council may invite any visitor or visitors to attend any of the meetings of the Council or of the Institute.
- Quorum  
at  
Meetings
47. The quorum at the Annual General Meeting or any Special General Meeting or Extraordinary General Meeting shall be ten Corporate Members entitled to be present and note there at and no business shall be transacted at any such meeting unless such quorum be present.
- Voting
48. Every question submitted to a meeting shall, unless a poll is demanded as hereinafter mentioned, be decided by a vote which shall be taken at a meeting by a show of hands. Each member present in person at such meeting and entitled to vote shall have one vote.
49. At Annual general Meetings, Special General Meeting and Extraordinary General Meeting, only Corporate Members who are qualified to vote shall have the right to vote.
50. At all meetings unless a poll is demanded in the manner set forth in these Rules, a declaration by the Chairman of the meeting that a resolution has been carried or lost and an entry to that effect in the book of proceedings of the meeting or of the Institute shall be conclusive evidence of the fact without any further proof thereof being necessary.
- Vote  
by  
Proxy.
51. Members who can not attend the General Meetings of the Institute shall be entitled to vote by proxy. Any member Intending to vote by proxy shall advise the Secretary of the Institute of the name of the Corporate Member whom he appoints to vote for him on a form to be provided by the Council for that purpose.
- Polls
52. If at any Annual general Meetings, Special General Meeting and Extraordinary General Meeting, a poll is demanded by the Chairman of the meeting or by a member of the Council or by at least 20 Corporate members present at such meeting, it shall be \_\_\_\_\_ in such a manner and at such a time within two to eight days next after the meeting and at such place as the Council shall direct and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The demanding of a poll at any meeting shall not prevent the continuance of such meeting for the purpose of the transaction of any business other than that in respect of which the poll was demanded. A demand for a poll may be withdrawn at any time up

to that at which the poll is to be taken. In such a situation, the resolution shall be taken up in the next meeting.

- |                                   |      |   |
|-----------------------------------|------|---|
| Chairman<br>Casting<br>Vote       | 53.  | The Chairman of every meeting shall in case of equality of votes, whether by a show of hand or in a poll, have a casting vote in addition to the vote to which he may otherwise be entitled.  |
| Reports<br>Of<br>Meetings         | 54.  | No report of the proceedings at any meeting of the regional branch of the Institute shall be taken or published except with the consent of the Council.   |
| Constitution<br>of the<br>Council | 55.1 | The Governing Council shall ordinarily consist of 32 Corporate Members (but shall not less than 14), as under: -  |
|                                   | A.   | President One   |
|                                   | B.   | Past President Not more than two  |
|                                   | C.   | Vice President Two  |
|                                   | D.   | Secretary One   |
|                                   | E.   | Joint Secretary One   |
|                                   | F.   | Treasurer One   |
|                                   | G.   | Members (elected By General Body) Twelve  |
|                                   | H.   | Members (elected one by each Regional Branch and in the Absence of such a number forthcoming . Corporate members elected as such by General Body to make up the deficiency). Eight  |
|                                   | I.   | Ex-officio Members Four<br>(see clause 60)  |
|                                   | 55.2 | At least one out of the President and two Vice Presidents shall be a Corporate Member posted at RDSO, Lucknow. Secretary & Treasurer shall also be Corporate Members posted at RDSO, Lucknow.   |
| Strength<br>of the<br>Council     | 56.  | The strength of the Council, which would ordinarily be 32 Corporate Members, may at the discretion of the Council be augmented up to another eight i.e. making a total of 40 Corporate Members. The Council may distribute these additional eight seats or less, from time to time, at its entire discretion amongst Groups, B, G & H listed in Rule 55.1 of these Rules & Regulations. |
|                                   | 57.  | The members of the Council including its office bearers shall be elected once in two years by the Fellows, Members from the classes of the Council may from time to time decide. To give effect to the spirit and intent of this provision, the Council may take such action and give such decision as the Council may consider appropriate.  |

- Tenure of the Council
58. The tenure of the Council shall ordinarily be two years and the elected Council shall continue to function till the election of the next Council takes place in the Annual General Meeting.
- Election to the Council
59. Election of the President, Vice Presidents, Secretary, Joint Secretary, Treasurer and other Members of the Council shall take place at the Annual general Meeting every alternate year. For this purpose, nomination papers will be sent to the members along with the notice of the Annual General meeting referred to in Rule 44 of these Rules & regulations. Nominations can be submitted by post by the members entitled to attend the Annual General meeting or handed over in person to the Secretary on the date of the Annual General Meeting.
- Ex-officio Members
60. Following shall be Ex-officio members of the Governing Council
- a) Director Mech. Engg., Railway Board
  - b) Director Stds. (Wagon), RDSO
  - c) Director Stds. (Motive Power), RDSO
  - d) Director Stds. (Carr.), RDSO

## POWERS & DUTIES OF THE COUNCIL

### General Powers

61. The Council shall have the power to administer, manage, direct, conduct and control the property and affairs of the Institute and the connection therewith and for the purposes thereof to make regulations which shall be binding upon the members of the Institute and to exercise in the name and on behalf of the Institute all rights and authorities conferred by the memorandum of Association or by these rules or by law and to do all such acts and things as may be exercised by the Institute so far as such rights, authorities acts and things are not by the Memorandum or these rules expressly directed or required to be exercised or done by the Institute. Provided always that the powers hereby conferred upon the Council are subject in all respects to the provisions of the Memorandum and of these Rules and to any regulations lawfully made from time to time by the Institute in General Meetings assembled provided that no regulation so made by the Institute in General Meetings shall invalidate any prior act of the Council, if such act would have been valid, if no regulation had been made by the Institute.
62. It shall be the duty of the Council to arrange discussions, debates, lectures, demonstrations and such other matters as the Council may deem feasible to carry out the objects of the Institute.

### Zonal Centres

63. The Council shall have powers to open branches of the Institute regional or local at different places as and when it deems appropriate. The Council shall frame Rules & Regulations to guide the work and conduct of such branches.

### Duties of Secretary

64. The secretary shall, amongst other things, keep or cause to be kept a copy of all correspondence, a ledger account of expenses, a register of names and addresses of members, in accordance with the statutes, the Minutes of the Council and General Meetings, attend to all duties prescribed by these Rules and to any others which may be necessary for the welfare of the Institute. At the discretion of the Council, the Secretary may be allowed from the funds of the Institute, an honorarium for his services. He shall also be allowed a sum of money in advance to meet the current expenses, the amount being fixed by the Council from time to time.

- Duties of Joint Secretary 65. It shall be the duty of the Joint Secretary to assist the Secretary in such a manner, and on such terms as the Council may prescribe. At the discretion of the Council, the joint Secretary may be allowed from the funds of the Institute, an honorarium for this services.
- Duties of Treasurer 66. The Treasurer shall receive and enter in books or on a card index all subscriptions, give a numbered printed receipt for monies received, keep a cash account, deposit forthwith all monies received under the name of the Institute with such bankers as the council may direct, and produce at each Council meeting the Bank Pass Book or other form of receipt from the Bankers made upto date. At the discretion of the Council, the Treasurer may be allowed from the funds of the Institute, an honorarium for his services.
- Inspection of Books 67. All books, papers, etc. belonging to the Institute in the possession of the Secretary and Treasurer shall be open on due notice being given for the Inspection of any Corporate Member whose subscription is not in arrears, such inspection to be made in reasonable office hours.
- Accounts 68. The Council shall cause to be kept proper and sufficient Accounts of the capital funds, receipts and expenditure of the Institute so that the true financial state and condition of the Institute may be at all times exhibited by such accounts which shall at all reasonable times and subject to such conditions as the Council may fix be open to the Inspection of books.
- Financial Matters 69. The income and property of the Institute whencesoever derived, shall be applied solely towards the promotion of the objects of the Institute as set forth above and no part thereof shall be paid or transferred directly or indirectly by way of dividend, Bonus or otherwise, howsoever, by way of profit to the members of the Institute, provided that nothing herein contained shall prevent the payment of remuneration, in good faith, to any officer or servant of the institute or other person or persons in return for any service actually rendered to the Institute. Revised further that any member of the Institute or such other person selected by the Council may receive any prize, stipend or medal awarded by the Institute for any essay, paper, literature or other communication upon any subject connected with the objects or likely to advance the interest of the Institute or for success in any examinations conducted by or with the recognition and/or the co-operation of the Institute.
70. The financial rights and obligation of the

- |   |   |
|---|---|
| Provisions of S. R. Act (1860) to apply | 71. All the provisions of Societies Registration Act, 1860 (XXI of 1860) shall also apply to this Institution.  |
| Management of the Institute             | 72. The property and affairs of the Institute shall, subject to the provisions of Memorandum and Rules and Regulations be administered, managed, directed and controlled by the Governing Council, which may exercise for that purpose all the powers, rights and authorities conferred upon the said Council by the Memorandum and the Rules and Regulations of the institute.   |
| Payments                                | 73. All accounts shall be laid before the Council and approved by it. Payments shall be made through the Secretary and Treasurer. For this purpose, the Council shall delegate the financial powers to its office bearers or to a sub-committee of the Council as may be decided by it from time to time. When the amount of payment on any account exceeds Rs. 50.00, it shall be paid by cheque. All cheques shall be signed by any two of – 1. Secretary, 2. Treasurer |
| Chairman at the Meeting of the Council  | 74. The President, if he be present at the time, and in his absence one of the Vice President or one of the Past President serving on the Council or if there be none of such present, one of the other members of the Council so elected for the purpose shall preside at the meetings of the Council.   |
| Meetings of the Council                 | 75. The Council may regulate the meetings, procedure and proceedings of the Council and any of its Committees and determine such quorum as they from time to time think necessary for meetings of the Council and Committees provided that unit some other quorum is fixed by the Council, five shall form a quorum for meetings of the Council, and two for meetings of any of its Committees.   |
|   | 76. The Secretary shall always at the request in writing of the President or any one of the past-Presidents being members of the Council or any one of the Vice-Presidents or of any three members of the Council convene a meeting of the Council.   |
| Appointment of Committees.              | 77. The Council may appoint Committees chosen either from members of the Council or from members of any class or classes of members of the Institute and may also appoint to any such Committees persons not members of any class of the Institute whose experience, advice or services would be in the opinion of the Council assist the work of any such committees.  |

- Appointment of Staff 78. The Council may at its discretion appoint, remove or suspend such managers, secretaries, officers, clerks, agents or servants from permanent, temporary or special service as they may from time to time think fit and may determine their powers and duties and shall pay to them such salaries, wages or remuneration, and shall make such provision for & grant such pensions after their superannuation or retirement as they think fit.
- Casual Vacancies. 79. In the event of any vacancy existing or arising in the list of the office bearers or members of the Governing Council, the Council shall have full powers to fill any such vacancy, by co-opting from amongst Corporate Members. Any person so co-opted shall serve only for residual term of the Council.
- Library 80. The Council shall prescribe such rules and regulations in reference to the Library and the use thereof as to them may seem reasonable.
- Publications 81. The Council may arrange for the publication of such information, statistics, papers, documents and other matters as may be considered by them to be likely to promote all or any of the objects of the Institute.
- Disposal of Property 82. The property, funds and all real and personal estate whatsoever of the Institute may be sold or disposed off by or according to the order and direction of the Council provided the same be confirmed by a Special General Meeting. Such conformation shall not, however, be required for the realization of investments the proceedings of which are required to meet expenditure for the purposes of the Institute duly authorized by the Council or which are to be transferred by the Council or which are to be transferred into other investments.
- Property in Papers 83. The Institute shall have the property in and copyright of any paper presented to the Institute and read or published or accepted for reading or publication whether in full or in abstract either by or before the Institute of any of its branches or local sections, and the Council may deal with such rights and property as they think fit.
- Examinations 84. The Council may at any time frame regulations governing, cause to be held and may provide for the expense of examination for he purpose of testing the suitability of candidates for election or transfer to any class of membership of the Institute and may provide or assist in providing courses or lectures and tuition in the subjects included in all or any of such examinations and may fix the fees to be paid or deposited by the candidates in respect of such courses of lectures, tuitions or examinations.

## ACCOUNTS & AUDIT

- |                              |   |
|------------------------------|---|
| Financial year               | 85. The financial year of the institute shall end on 31 <sup>st</sup> Dec in each year and the accounts of the Institute for each year shall be made up to that date.   |
| Audit                        | 86. The Accounts of the Institute, to be kept as per Rules 66 & 68 of this Rules & Regulations, shall be audited by the auditor or auditor duly appointed at the Annual General Meetings.   |
| Indemnity                    | 87. Each member of the Council including the Secretary shall be indemnified out of the funds and property of the Institute against any costs, damages, losses or expenses which he shall incur by reason of accepting office or acting in execution of the duties or power imposed upon or given to him by the Memorandum or Rules or by Reason of any act, matter or good faith for the benefit of the Institute although in excess of his or the Council's legal powers.  |
| Common Seal                  | 88. The Council shall provide for the safe custody of the Common Seal of the Institute which shall never be used except by authority of the Council previously given and in the presence of one member of the Council at the least who shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the Secretary or some other person appointed by the Council.  |
| Method of Service            | 89. A notice may be served by the Council or by the Secretary of the Institute upon any member either personally or by sending it prepaid through the post addressed to such a person at his address as registered in the books of the Institute. For this purpose, each member shall be held responsible for his correct place or residence being duly entered in the register of members, to be kept in accordance with the Statutes. All notices sent by the letter post to or delivered at such addresses shall be deemed sufficient. |
| Proof of Service             | 90. Any notice if served by post shall be deemed to have been served upon the day following that upon the same is posted and in proving such services, it shall be sufficient to prove that the notice was properly addressed and posted.   |
| Rights of Members to Notices | 91. No member who does not have a registered address within India shall be entitled to any notice and all proceedings may be conducted without notice to such person in the same manner, as if he had notice.   |

## GENERAL

- |                            |  |
|----------------------------|--|
| Sectional Meeting          | 92. Meetings may be held by the Members of any branch, region or section of the Institute, when not less than five members present shall form a quorum. Minutes of proceeding shall be duly kept but nothing done at such meetings shall be binding on the Institute. Until the proceedings, discussions, lectures, nominations, communications or any other transactions have been submitted to and approved by the Council. Notice of any zonal or sectional meetings of members or a copy of its proceedings shall be sent to the Secretary of the Institute within fourteen days after the meeting. No other business shall be transacted at a regional or sectional meeting except such as shall be specified the notice convening the same unless by permission of the chairman. |
| Reading of Papers          | 93. Any member desiring to read a paper or communication upon any subject shall notify the same to the secretary of his branch at least fourteen days previous to the meeting at which it is intended to read such paper. After the paper has been read at the zonal or Sectional Meetings or meetings, it shall become the property of the Institute and shall be forwarded to the Secretary. If accepted it may be printed in the Reports of Proceedings.  |
| Award of Prizes            | 94. The Council shall have power to provide prizes to be awarded to members or to others from the funds of the Institute for essays, papers, lecturers and other subjects or likely to advance the interests of the Institute.   |
| Provision for Dissolution. | 95. Sections 13 and 14 of the Societies, Registration Act. 1860 (XXI of 1860) – regarding provision for dissolution of Societies shall apply.  |
| Legal Proceedings.         | 96. The Council shall arrange to engage in legal proceedings initiated by or against the Institute through person(s) nominated by the Council.   |

### CERTIFIED TO BE CORRECT COPY

1. Shri T.N. Tandon
2. Shri M.V. Kelkar
3. Shri S.N. Mathur

5.4.1983